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ANALYSIS OF THE DEVELOPMENT REVIEW PROCESS
IN FOUR SAN MATEO COUNTY CITIES

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Governmental Research Council of San Mateo County

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EXECUTIVE SUMMARY

THE DEVELOPMENT REVIEW PROCESS IN FOUR SAN MATEO COUNTY CITIES

PREPARED FOR THE CONSTRUCTION INDUSTRY ADVANCEMENT FUND

INTRODUCTION

Recent years have given witness to a growing concern about the regulation of development by local government. The ever-increasing complexity of public agencies and regulations which deal with the way local development is reviewed has been regarded with concern by members of the general public as well as by the construction industry. In answer to this growing concern, the following study was undertaken to analyze and simplify the development review process.

In approving Proposition 13, voters conveyed a message to government officials that they wanted simplification, streamlining, and less costly governmental regulation. Developers in particular are dissatisfied with a growing number of state and local regulations which, all too often, frustrate and hinder rather than encourage or stimulate development. Fewer regulations and smaller bureaucracies, it is felt, could provide a competent and more efficient regulatory scheme than that which presently exists in most cities.

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With this ideal in mind, we surveyed the development review process in four San Mateo County cities: Foster City, San Mateo, Redwood City and Daly City. We documented the procedure for processing residential development paperwork, calculated "turnaround times" for various stages in the process, analyzed actual projects and offered recommendations for improvements in the process in each city.

The intricacies of each city's planning and development mechanisms resulted in the compilation of a catalogue of existing development procedures, to which were added recommendations as to possible improvements in each city. These recommendations are summarized in Chapter 8 of the full study and may be referred to in their entirety.

It is our hope that these overall recommendations will be of use to policymakers whose development review systems are similar to the ones herein analyzed.

1. THE GOAL OF THE DEVELOPMENT REVIEW PROCESS

Improvements in any system often revolve around an understanding of the various "principal actors" and their roles -- what is called the transaction analysis. In the development review system there are essentially two principals, the developer and the departments or agencies which represent the city. The two actors in this case have what amount to inherently conflicting goals. The developer's goal is, largely, business success and maximization of profit; while the city's goal is to enforce a general plan for rational city growth while, at the same time, protecting the harmonious nature of the city through quality-based development.

Because the goals of the two principals present an inherent conflict, the development review process can be seen as an exercise in compromise between the business/profit goals of the developer and the protective/regulatory goals of the city. The ideal process would expedite the reconciliation of these diverse interests.

2. THE NEED FOR REQUIRING PRE-APPLICATION CONFERENCES.

Communication and the exchange of information are essential to assure that the compromise process works properly. To this end, city representatives are nearly unanimous in their feeling that an application would proceed more quickly if each developer were to consult with staff prior to submitting the actual application. Through pre-application conferences, city officials could pinpoint major problems with each development, and the developer could explain to the city how his proposed development might be unique or might differ from the common proposals in the city. In this manner, THE MAJOR PROBLEMS WHICH CAN DELAY A PROJECT COULD BE FLUSHED OUT EARLY, resulting in a saving of time and money.

3. CITY DEPARTMENTS SHOULD SHOW MORE COOPERATION.

Many critics have noted that a developer must deal with several city departments in presenting each application. Such an arrangement is often frustrating for the developer because for every department involved, the developer must incorporate yet another source of information. Some cities have tried to minimize the confusion and have encouraged cooperation by creating an interdepartmental committee whose function it is to analyze the application early in the process (e.g., San Mateo's Board of Zoning Adjustment, Foster City's Inter-Departmental Evaluation Committee and Redwood City's

Plan Review Committee.) This early analysis allows the developer to gain input on the overall city position from all affected city departments; it also allows the city to register preliminary objections.

The cities' committees vary in terms of 1) official decision-making power, 2) whether or not the developer may be present at the meeting and 3) what type of record is kept at the meeting. OUR STUDY RECOMMENDS THAT EACH CITY FORMALIZE THE COMMITTEE STRUCTURE AND EITHER ENCOURAGE OR REQUIRE THE DEVELOPER TO PARTICIPATE. Again, the overall goal is to require the developer and all city departments to communicate as early in the process as possible. By maximizing information transfer, the main actors in the process may reach an ultimate compromise more quickly.

4. THE NEED FOR CITIES TO PROVIDE MORE INFORMATIONAL LITERATURE TO DESCRIBE THEIR PROCESS.

Because the development review process involves compromise and negotiation, it is essential that city officials compile concise, easily understandable descriptions of their development review systems and the means by which each developer must comply with the regulations. Developers presently follow the directives of one city official only to find conflicting requirements from another.

City officials should, therefore, create a pamphlet-type hand-out which outlines the regulations, identifies the relevant city officials and city departments with whom the developer must deal, and which provides step-by-step guidelines to follow in fulfilling the requirements of their development review process. These guidelines would decrease the time needed by a developer to gain city approval of his plans.

5. THE NEED FOR A CONTROL MECHANISM.

Each city should assign to one of its planning employees the task of monitoring the active development applications being processed by the city. A "log" or central record should be created on which the completed critical stages in each application can be recorded. In this manner, one responsible official can monitor and control the flow of cases through the development review "pipeline". If unnecessary delays are experienced, this official has a central source from which to identify the problems, provide a monitoring system for the process, and facilitate the efficient and expedient completion of the process.

6. THE DUPLICATION OF TASKS AND SERVICES SHOULD BE ELIMINATED.

The city governments must develop strict management principles with regard to costs and benefits in order to reduce duplication of services and inefficiencies. Innovation is sorely needed in the development review area to assure the revision of outdated modes of operation.

7. THE IDEAL DEVELOPMENT REVIEW PROCESS.

Unquestionably, the development review process can work more efficiently not only in the cities studied here, but in most jurisdictions in this nation. Suggestions as to how improvements might be made range all the way from light structural changes to massive deregulation, whereby statutes would be revised from the state level all the way down to local ordinances.

Our study was far too limited in time and scope to contemplate changes of the latter type, but rather focused on cataloguing existing practices and giving a clear understanding of the four cities in order to suggest moderate structural changes to improve the basic process as it exists now.

The ideal development review system is one which assures a maximum of rational growth; the protection of the community; and the expenditure of a minimum amount of time, money and personnel. This is obviously a very tough goal to reach; however, by increasing the flow of information through mutual cooperation and management control, and by decreasing duplication of effort and unnecessary delays, local government can operate within the existing development review framework and still realize substantial improvement in time and efficiency.

RECOMMENDATIONS.

IN SUMMARY, we recommend that the following steps be taken by local governments to improve their development review processes:

1. The process should be realistically viewed by city officials as an information exchange between the developer and the city.
2. Cities should inform developers through the provision of literature which describes in detail their processes.
3. Pre-application conferences should be encouraged and/or required to maximize information exchange at the earliest possible time.
4. Cities should create and/or improve their interdepartmental review committees to assure that all city departments coordinate their actions on behalf of the city and communicate to the developer exactly if and how each proposal does(not)conform to city standards.
5. Cities should create a development review control mechanism so that responsible officials know at all times the status of pending applications and, thereby, are able to eliminate delays and bottlenecks.
6. Cities should exercise more managerial discretion and eliminate unnecessary duplication of tasks and services. (See Redwood City's newly proposed modifications in full report.)



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FOREWORD

The following study, entitled the Development Review Study, was prepared by the Governmental Research Council, a nonprofit research organization which is funded by the taxpayers' contributions and has as its aim promoting economy and efficiency in local governments throughout San Mateo County.

This original study grew out of a similar study which San Mateo County sponsored and which was completed in February, 1978. It was conducted by a private consulting firm, Hughes, Heiss & Associates, and addressed itself to the means by which the county could improve its planning and permit processes in order to deliver those services more efficiently to the private sector.

In conjunction with that study, GRC contacted the Construction Industry Advancement Fund for financial support to conduct a similar study focusing on the planning and permit procedures in several cities of San Mateo County. A goal of the project has been to bring forth recommendations which would be applicable in other jurisdictions throughout the State. The project was an ambitious one; it sought not only to provide information on types of applications, time requirements, and backlogs, but also to describe and analyze the overall process in a manner that would be intelligible to someone totally unfamiliar with the process.

The research behind the study and the study itself were conducted by Jeffrey C. Miller, who received his A.B. degree from Dartmouth College and his J.D. degree from Cornell Law School.

Mr. Miller devoted the better part of 1978 to this project, at all times attempting to retain GRC's position of neutrality between the cities and the developers in order to produce the most factual and unbiased account possible.

GRC, working closely with member business firms and governmental officials, conducts studies and analyses to suggest ways in which local governments may increase economies and enhance efficiency either through consolidation or greater coordination of governmental programs. It is in this latter category that the purpose of this study rests.

Larry D. Armstrong,
Executive Director

Chapter 1 - Introduction

1. What is "Development Review"?

Development review refers to the process by which local governments decide how land may be developed and used. On the city level, the development review process is governed by a formidable -- and sometimes confusing -- array of state and local statutes which define how and by whom land-use decisions must be made and involves a complicated inter-relationship of legislative and administrative bodies as well as local ordinances. In addition, each city uses an extensive permit and regulation system to decide how land is and will be used in that city.

11. Scope of the Development Review Issue

Because the development review process determines who will build what, where structures are to be built, when permits will be given, and under what conditions the permit will be issued, the process determines the planning, growth, and development of the city.

The fact that local governments may regulate how every parcel of land is used raises all sorts of issues basic to our society. When does governmental regulation go beyond its stated aims and create onerous ramifications? Should we allow government to make important economic decisions which change the operation of the free-market system? As a matter of law, may the government decide how one can use his or her land? Setting law and economics aside, is land use something we want our political institutions to handle? Finally,

how are these land-use decisions reflected in the sociological development of the population?

As a matter of governmental and public policy very few areas have more far-reaching potential repercussions.

The main focus of this project is to examine the overall development review process to determine how efficiently cities conduct their processes and how the process might be improved in each case to minimize losses of time and money to the developer and, hence, to the consumer.

111. History of Land-Use Regulation

For its first 125 years, the United States had no explicit land-use regulation or planning. Anyone was free to do anything with his or her land, subject only to one rule: a person could not use his land in such a way as to harm a neighbor unreasonably or diminish that neighbor's use of his land. Therefore, the only real limitation on land use was a nuisance law in the courts. One could bring a private nuisance suit, alleging that a neighbor's use was substantially and unreasonably diminishing the use or value of one's land.

Such a land-use policy was logical in an extremely land-rich young nation. After all, if one were extremely displeased with a neighbor, there was always somewhere else to go and plenty of land to accomodate even widely disparate land uses.

The situation changed drastically by the end of the 19th century, when the U.S. population shifted from a dispersed agrarian base to a concentrated, industrialized, urban base. People were living closer

together, and, for the first time in U. S. history, people's differing land uses began to cause serious problems.

At the turn of the century, the words "planning" and "rational growth" crept into the vocabularies of local U. S. governments. Around the time of World War I, cities began to implement "zoning" laws, which were designed to cut the cities up into zones to facilitate various land uses. In this manner, residential and industrial uses, for example, could be segregated so as not to interfere with each other. By keeping each use in its own area, conflicts between adjoining property owners were theoretically reduced, thereby reducing conflict and nuisances, but not without accompanying legal drawbacks.

Basic to our private-ownership system is the fact that the government may not "take" property without compensating its owner; however, by the period in question, certain stringent government regulations did, in effect, permit the taking of property without compensation. As a result, developers argued that zoning regulation was onerous in its application because the restriction of commercial use in residential zones undercut profitability. In a few landmark showdowns, the courts upheld zoning laws as a necessary and permissible exercise of the government's police power to protect the health, safety, morals and welfare of the people.

With the legal validity of zoning established, many communities moved forward strongly in instituting a detailed planning process. From that point forward, local planning was expanded to the huge system it is today. Every city in the country now has a complex legislative and administrative framework that regulates use, density

height, minimum square footage, setbacks and virtually every detail pertinent to the development of land.

At this point in time, both private citizens and developers argue that the local planning system has become far too massive and complicated. Developers who were interviewed cited instances of too many overlaps and lack of clearly defined authority. Developers feel that processing an application through the various agencies with all of their overlapping functions is totally chaotic.

Citizens, complaining about "red tape," perceive a lack of coordination in the development review process. Special frustration is experienced by builders and developers, since they must deal on a day-to-day basis with the overlapping departmental functions.

IV. Scope and Methodology of the Study

For the purpose of thorough explanation, this survey limited its scope to residential development in four cities: Foster City, San Mateo, Redwood City and Daly City. In each city we wanted to perform the following tasks:

- 1) Briefly describe the historical development of each city.
- 2) Identify the most common kind of residential development that is significant in the growth of the city (eg., planned development, subdivisions, apartments).
- 3) Identify the turnaround time required by staff and legislative bodies to process applications.
- 4) Identify the permits, fees, applications, and submittals required for various types of development.
- 5) Trace the process from day one to see exactly what a developer or builder must do to have an application processed.

- 6) Examine actual development files in each city to find how the actual process compares with the process as outlined by staff.

Much of the information we needed came from the planning staff in each city, which performs the administrative work which supports the planning commission's policy decisions.

Two important points should be clarified here. First, we have largely concentrated on the general rather than on the specific, focusing more on evaluating the processes in each city in terms of their overall efficiency and common sense than in comparing the various processes and turnaround times in detail.

Second, we have included the processing of building permits in this study. Normally, "planning" approval is given in the form of a use permit or approval by the planning commission or city council. After receiving this planning approval, the developer must go to the building department to obtain several more permits (e.g., building, mechanical, electrical and plumbing permits) before he or she may actually build. Although some people do not consider these permits part of the development review process, we included them in this study because we wanted to describe the entire process -- from day one until construction actually starts.

In short, our methodology was comprised of three separate steps in each of the four cities: 1) to describe the planning approval process, 2) to describe the process by which the building permits are issued, and 3) to examine case studies to see how actual projects went through the system. Affected developers in each of the communities were interviewed to assure credibility of reports.

Chapter 2 - Development Review and State Law

I. Planning Laws and Environmental Regulations.

As we discussed earlier, the development review system is a complex intermeshing of state and local laws. This chapter is devoted to a general understanding of the most crucial state statutes that deal with the developmental review process: 1) state planning law and 2) state environmental regulations. A brief description of these laws will make the framework more clear.

II. Government Code Sections Dealing With Local Planning

Local planning bodies and procedures do not exist by chance. They are part of an overall planning and development process which is, in a large part, required by state law. Thus, no system of planning at the local level can be properly understood without first describing and analyzing the framework of statutes within which local planning systems have been created. The following is a brief overview of the present state statutes on this subject.

A. General Provisions

The body of law relating to planning and land use is contained in Title 7 of the California Government Code. The general requirements are that every city in the state must establish a "planning agency" (Section 65100; for all statute references see Government Code), and in most cases, a planning commission. The planning agency must be funded by the city council (Section 65250). Its

main task is to develop and maintain a "general plan" (Section 65101) for the city and advise the city council on planning matters. The city council may, if it chooses, establish a "planning department" to assist the planning commission in its work (Section 65200). All of the cities we surveyed have planning departments and planning commissions.

B. General Plan

The "general plan" is just what the term implies: a comprehensive document which outlines the long-term planning objectives for the physical development of the city. State law requires that every city have such a general plan (Section 65300), and that, as such, the general plan contain elements dealing with land use, traffic circulation, housing, conservation of natural resources, open-space, seismic safety, noise, scenic highways and safety (Section 65302). The general plan is prepared by the planning commission and planning department (Section 65101); it must receive public hearings before the planning commission (Section 65355) and the city council (Section 65355); and it must be passed by resolution of the planning commission (Section 65352) and adopted by ordinance of the city council (Section 65357).

Once a general plan has been adopted, it controls subsequent planning in the city. It is the task of the planning agency to make recommendations to the city council as to how the general plan may be used to serve as a pattern for orderly physical growth and development of the city (Section 65400). The city council may, at its discretion, create administrative bodies (Section

65551), direct the planning agency to prepare specific plans (Section 65450), and establish administrative rules and procedures (Section 65550) -- all pursuant to maintaining and enforcing the general plan.

Thus, each city we surveyed has a planning commission made up of policy makers, a planning department to assist the commission, and a general plan which the planning commission and planning department enforce through the authority of the city council.

C. Zoning Regulations

Zoning regulations differ from the general plan in that they are a specific set of standards which govern the land uses within the city. Put another way, the general plan sets forth the general planning goals and objectives of the city, while the zoning regulations set forth specific standards through which the general goals can be implemented. Although the general plan is the comprehensive planning document in each city, the zoning regulations are of much greater significance in reality since they speak specifically to what may or may not be done. It should be noted, however, that zoning regulations must comply with the general plan and are invalid if they do not.

In essence, zoning regulations allow a city to segregate different land uses (i.e. residential, commercial, industrial, recreational etc.) so as to lessen conflicts between adjoining land owners (Section 65850(a)). Prior to the enactment of zoning laws, adjoining property owners often quarreled and even fought legal nuisance battles because of incompatible land uses. Zoning regulations were created as a way to designate different areas of the

city for different land uses so that each property owner used his or her land in a manner roughly comparable to the manner in which it was used by surrounding landowners.

Established as a valuable tool for orderly growth early in this century, zoning regulations were immediately found to be a constitutional delegation of the state's police power in order to promote health, safety, morals and the general welfare of the community. Blumenthal (A.C.) & Co. v. Cryer 71 CA 668, 236 P.216 1925; Skalko v. Sunnyvale 14 C2d213, 93 P. 2d 93 (1939); Clemons v. Los Angeles 36 C.2d95, 222 P. 2d 439 (1950). It was the state's policy from very early in the process to use zoning regulations as a mechanism to give cities maximum control over their own planning, while, at the same time, insuring uniformity of treatment in the community (Sections 65800 and 65804).

In general, the state statute allows the cities to pass a zoning ordinance regulating:

- 1) the use of buildings and the uses of land of different types (Section 65850(a))
- 2) the location, height, size, coverage and density of buildings and lots (Section 65850(c))
- 3) the use of signs and billboards (Section 65850(b))
- 4) the requirements for off-street parking and loading (Section 65850(d))
- 5) the amount of building setback required (Section 65850(e))
- 6) the creation of public facilities (Section 65850(f))

The individual cities enact these regulations by creating "zones", each of which allows a different use and each of which has special requirements (Section 65851). This concept was revolutionary at first because the zoning designation determines what a landowner may or may not do with the land. If the particular property is situated in a residential zone, it may only be put to residential purposes. In a country that has always had as a central tenet the right to own and use private property, such a concept struck at the very core of private ownership. Yet zoning, so long as it was not arbitrary, was upheld as constitutionally valid, even though it might result in financial losses to some landowners.

Each city creates its zoning ordinance by holding public hearings before the planning commission (Section 65854) and the city council (Section 65856) and by giving city council approval by ordinance (Section 65857). The zoning ordinance must be in conformance with the overall provisions of the general plan (Section 65860).

Thus, the total planning picture begins to take shape. Each city creates a general plan which outlines growth objectives and a zoning ordinance to regulate specific land uses. A planning commission is created to make policy decisions through the authority of the city council. A planning department is created to provide staff and technical assistance to the planning commission. Finally, the entire system is put into motion whenever a landowner wants permission to build. The permission is given through a system of permits mandated by the zoning ordinance and attendant administrative regulations.

D. Subdivision Map Act

One last discussion is necessary to make the planning picture complete. There are a group of regulations that deal with the case in which an owner of a large parcel of land decides to divide it up into smaller parcels for sale to individual owners. Such a land division is called a "subdivision" (Section 66424) and is governed by a group of statutes in the Government Code called the Subdivision Map Act. These statutes give cities control over the design and improvement of such subdivisions (Section 66411) and, in essence, allow cities to make subdivisions part of the general permit system as created by the zoning ordinance and general plan. Normally, cities will have a Subdivision Ordinance to tell explicitly how land shall be subdivided.

The state statutes require approval of a "tentative map" and "final map" whenever a landowner subdivides more than five acres into five or more smaller parcels (Section 66426). A "tentative map" is made for the purpose of showing the design and improvement of a subdivision (Section 66424.5), while a "final map" is an actual surveyed and finalized version of the tentative map (Section 66434). A tentative map must be filed with the city (Section 66452) and is, after analysis, approved or denied by either the planning commission or the city council, depending on the specific city ordinance (Section 66452). Once the tentative map is approved, the landowner prepares the final map in conformance with the approved tentative map (Section 66456). The final map is eventually approved or denied by the city council (Section 66458).

Thus, the Subdivision Map Act creates a regulatory permit system whereby cities have control over the manner in which large tracts of land are subdivided and improved.

E. Summary

After the examination of relevant parts of Title 7 of the Government Code which contain legal requirements in relation to local planning, it is apparent that cities have very little choice when it comes to the structure of their local planning machinery. By law, every city must have a planning agency, which normally is a planning commission, to review development and growth in the city. Each city must also have a general plan which outlines a comprehensive strategy to regulate new construction, rationally.

To aid the planning commission, cities may create planning departments for technical and staff assistance, a specific plan to implement the general plan, and procedural rules to assure uniformity. In addition, each city may regulate land use through its zoning ordinance, may regulate the division of land through its subdivision ordinance and may administer planning policies through a complex permit system.

III. The California Environmental Quality Act (CEQA)

One of the most significant parts of every local planning process is the environmental assessment and review that every public agency must, by law, perform before granting development privileges. This requirement is governed by the California Environmental Quality Act, widely known as CEQA, which is embodied in part of the California Public Resources Code.

CEQA became effective in 1970 to prescribe standards concerning protection of the environment by all public agencies in their planning and permit processes. CEQA is accompanied by a large body of administrative guidelines developed by the California Office of Planning and Research. The California Legislature's purpose in passing CEQA is quite clear: to protect the environment while allowing for socioeconomic development by requiring local governments to consider proposed projects as to their negative impacts on the environment and, further, to encourage feasible alternatives and mitigation measures.

CEQA's requirements are brought into play any time an application is filed asking a local governmental unit for permission to build (Section 21080(a)). Once such an application is filed, the local government may not approve the "project" (as defined in Section 21065) without first complying with all of CEQA's requirements.

Basically, before approving a project application, the local government must first make one of the following three determinations:

- 1) that the project is "categorically exempt"
(under the provisions of Sections 21083,
21084 and 21085;) and needs no further
CEQA review,
- 2) that the project does not have a "signifi-
cant effect on the environment" (as defined
in Sections 21068 and 21083; see appendix)
and therefore merits a "negative declaration"
(Section 21080(c) and 21080.1)
or
- 3) that the project does have a "significant
effect on the environment" and therefore re-
quires a full "environment impact report"
(Section 21080.1)

In making one of the three determinations, local government assesses the project plans, along with detailed environmental information which applicants may be required to present (Section 21160). The environmental assessment and resulting decision in large part determine how much time the approval process will consume. If an Environmental Impact Report is needed, the approval process becomes very time consuming.

The Environmental Impact Report, commonly called an EIR, is the real crux of CEQA. Its contents and purpose are described in Section 21061:

And environmental impact report is an informational document which, when its preparation is required by this division, shall be considered by every public

agency prior to its approval or disapproval of a project. The purpose of an environmental impact report is to provide public agencies and the public in general with detailed information about the effect which a proposed project is likely to have on the environment; to list ways in which the significant effects of such a project might be minimized; and to indicate alternatives to such a project.

The EIR must be prepared directly by or under contract to the local government (Section 21082.1). The preparation of such an EIR is quite time-consuming, not only because of the requirements set forth in CEQA. First, the local government unit must notify, by certified mail, all of the other public agencies which must also approve the project (Section 21080.4). Secondly, before adoption of the EIR, the local government must give public notice and hold public hearings on the accuracy of their EIR (Section 21092). Thirdly, when the EIR is certified as complete and correct, it must be filed with the State Resources Agency (Section 21161). Fourth, and probably most importantly, the local government may not approve a project involving an EIR unless either 1) changes or alterations have been made to mitigate or eliminate the significant environmental effects or 2) specific economic, social or other considerations make mitigation measures or alternatives infeasible (Section 21081).

These procedural and substantial requirements surrounding the EIR insure that, whenever a proposed project is determined to have a significant effect on the environment, steps are taken to both highlight and dispose of environmental objections.

CEQA explicitly requires that each local government must adopt, by ordinance, "objectives, criteria, and procedures for the evaluation of projects" (Section 21082). It also requires that each local government must prescribe time limits, not to exceed one year for EIR's and 105 days for Negative Declarations, within which completion and certification of environmental documents must take place (Section 21151.5).

In reality, CEQA means that, before analyzing a project for its planning merits, a local government must first analyze and resolve the effects the project will have on the environment, thereby adding more regulations to the requirements of the already unwieldy planning and permit process.

IV. Summary

The local development review process is really the result of specific planning and environmental requirements imposed by the state. Any development which a city approves must fit into the city's general plan required by the state. Each development must also meet stringent environmental regulations and reporting requirements. Finally, in combination, each development must meet the local ordinance-permit requirements, which are designed to assure compliance with the general plan, state planning law, and state environmental law.

Chapter 3 - Development Pattern in the Four Cities

The historical background:

1. Foster City

Foster City is a "planned community". This means that Foster City has been developed through the formation of large subdivisions comprised of single-family lots and homes and from planned developments which cover a great deal of area because of their increased setback and lower density figures. Because Foster City has a large amount of open, undeveloped land which, for the most part, is owned by one development company, the city has been built up in sections, with the developer proposing integrated neighborhood and developing in accordance with the rest of the surrounding neighborhoods.

Foster City's situation is unique because the local government can exert development control over a large, undeveloped tract of land, which is not the case in other cities, most of which do not have such large, open tracts. The details of planned developments and subdivisions (e.g., the color of each house and the way each "roof line" fits it with the rest of the skyline) are controlled very closely by Foster City's Planning Commission and City Council.

II. San Mateo

Most of the development in San Mateo is not done on large, undeveloped tracts of land because a great percentage of the land in San Mateo has already been developed. In contrast to the large, single-family type developments in Foster City, San Mateo's development applications more commonly request "redeveloping" by

building small apartment buildings after demolishing dilapidated single-family units or by "filling in" by erecting planned developments of small scope.

III. Daly City

Daly City, much like San Mateo, is about 95% built up. Development in the past occurred in substantial chunks by fairly large developers. More recently, however, most development has been concentrated in small-to-moderate infill projects; sites that involve unusual terrain and, thus, require special geotechnical and seismic information; or in condominium projects that are planned developments. The city is attempting to use the strict design and plan controls required of planned developments to guarantee some change from the basically linear skyline.

IV. Redwood City

Redwood City is predominantly a residential community. Although there is substantially more commercial development here than there is in the extreme cases of Atherton and Hillsborough, there are still substantially more people in Redwood City than there are jobs (approximately 27,000 and 21,000 respectively). The residential predominance is bothersome to both Planning Staff and policy makers because the residential population is less affluent than is the population in other residential communities and, therefore, less able to support the city from property tax sources.

Because of this combination of factors, Redwood City finds itself in the position of discouraging residential development, while encouraging commercial development to broaden the tax base and create new jobs. The Planning Staff in Redwood City related that, as far as residential development is concerned, Redwood City is experiencing two major categories of development. First, the

small-to-moderate-size infill subdivisions, running anywhere up to about 25 units. These could be single-family residences or multiple-family dwellings. Second, larger, planned developments of up to 150 units, either in the undeveloped-hills area or in the baylands. It is these two types of developments upon which we will focus our attention in the subsequent discussion.

V. Summary

Our study encompasses cities with a variety of development pictures. Foster City is basically a "totally planned community" which develops by subdividing large, untouched tracts. Daly City and San Mateo present a more "normal" situation, characterized by the fact that the cities are already built up, resulting in the fact that most new projects are either infill type projects or redevelopment. Finally, Redwood City is represented as a community where, to augment the tax base, commercial development is being favored over residential development.

Chapter 4 - A General View of the Development Review Process in the Cities

Generally, the cities' zoning ordinances determine the kind of developments allowed, and where they can go. The uses are normally divided into residential, commercial, industrial and special, then subdivided within those broad categories. For a listing of types of developments allowed and what part of the zoning ordinance governs them, see Appendix C.

I. Foster City

Development decisions in Foster City involve three separate bodies: Inter-Department Evaluation Committee (IDEC), Planning Commission and City Council.

IDEC is composed of representatives from the Planning Department, Building Department, Public Works Department, Fire Department and Police Department. This body meets to discuss each development application from an overall standpoint before the Planning Commission and City Council make any final decisions. IDEC serves the function of consolidating and coordinating departmental reactions to applications. It makes no official decisions, however; it is purely an advisory body. The developer is not allowed to attend or participate in IDEC meetings. The Planning Commission and City Council make all decisions on development: the Planning Commission has final authority over architectural reviews (required of all structures), subdivisions and use permits, while the City Council has final authority over planned developments.

An application for development may require different submittals by the developer depending on the proposed use. In each kind of district, the zoning ordinance enumerates "permitted uses" and "conditional uses".

If the proposed use is a permitted, then the applicant needs only to submit architectural drawings to show the elevation of the structure, and site plans to show the landscape of the development. These drawings and site plans are required for "any building or structure in any district" by the terms of Section 17.58.10 of the Municipal Code.

If the proposed use is a conditional one, then the developer must submit not only the materials for architectural review, but also an application for a use permit. This application requires many components, the major ones being: (1) location and ownership information, (2) proposed uses, (3) environmental impact assessment form (required by state law), (4) drawings that show the structure and overall visual appearance of the development, (5) lot sizes, building sizes and density, (6) parking and traffic studies, and (7) engineering plans for utilities and grading.

Finally, there are special developments which don't fit into either the "permitted" or "conditional" categories. These are developments which cluster homes in a special way or which combine uses from different districts and are, as such, accommodated by what the zoning ordinance calls a "planned development combining district" or PD district". Many developments in Foster City fall into this category because the great portion of undeveloped land is controlled by one owner (Centex West) and is sold off in

chunks to developers, who then build an entire neighborhood implementing the PD district. For these uses, the developer must submit not only the materials for architectural review (Municipal Code Section 17.58.010) and the use permit application (Municipal Code Section 17.36.040) but also must submit a petition for amendment of the zoning ordinance which allows the PD district to come into existence (Municipal Code Sections 17.36.020, 17.74.020 and 17.74.030). Such an application to rezone must be accompanied by a "general development plan" (Municipal Code Section 17.36.030) to show that the proposed use is in conformity with the city's general plan and that the use coincides with the other needs of the city.

To summarize, if the proposed use is a permitted one within a specific zoning district, the developer need only submit materials for architectural review. If the use is a conditional one, then the developer must submit both materials for architectural review and the application for a use permit. Finally, if the development envisions uses from several districts (as do most developments in Foster City), then the developer must submit architectural materials, a use permit application and an application for rezoning.

II. San Mateo

Review of applications for development in San Mateo is set up in a three-tiered system. The three tiers are the Board of Zoning Adjustment (BOZA, The Planning Commission and the City Council.

The type of development determines which body makes the final decision on any particular development and what specific materials are required.

BOZA consists of the Director of Community Development (or his designate), the Director of Public Works, the Director of Parks and Recreation, the Building Official, The Fire Chief and the Police Chief (or their designates), (San Mateo Municipal Code Section 27.06.030). Although BOZA is composed of the same members as the Inter-Departmental Evaluation Committee (IDEC) in Foster City, it is different in three important respects. First, it is an official body, created by the Zoning Ordinance, that has final decision-making authority over many facets of community development. IDEC, on the other hand, is only an unofficial advisory body with no decision-making authority. Secondly, since it is an official body, the developer is not only present but is required to participate in BOZA's meeting. IDEC meets behind closed doors and does not allow the developer to attend. Last, the findings of BOZA are recorded, and the developer is allowed to submit memoranda in opposition to those findings. IDEC's recommendations are included in the Planning Staff Report in Foster City, but a developer may only disagree when he or she comes before the Planning Commission. The second and third tiers of San Mateo's planning process are, respectively, the Planning Commission and the City Council. Their functions will be described subsequently. The following are the various types of applications a developer can submit in San Mateo (see Appendix D for an actual copy of the Planning Application form).

1. Site Plan and Architectural Review

(SPAR) consists of preliminary plans for the development showing dimensioned site plan and elevations of the structure, proposed landscaping, and design of parking facilities. A SPAR is required of every new building or addition with the exception of single-family residences and duplexes (San Mateo Municipal Code Section 21.10.030). (Note: Single-family residences and duplexes can be approved over the counter with no SPAR requirements, so long as they meet all requirements of the zoning ordinance such as setback, minimum lot area, maximum lot coverage etc.).

2. Variance is required when there is a deviation from a particular design standard in a zoning district. The developer is applying, in such a case, for special treatment because of an oddity in his or her parcel of land or because he or she had an oddity in a project-design.

3. Special Permit is required for so-called "special uses" in each zoning district. The zoning ordinance enumerates in each district uses that are "permitted" -- which need only a SPAR -- and those that are "special" -- which require discretionary approval.

4. Planned Development is required when a developer applies for added leeway to cluster structures closer together and closer to rights of way. Such a planned development maximizes useable floor space, and the developer, in return, must provide a certain amount of added open space to compensate for the city's allowing him to ignore minimum lot and setback requirements.

5. Reclassification is required when a developer wants his parcel reclassified under the zoning ordinance so that he can obtain a land use not allowed by his current zoning.

6. Parcel Map is required:

- a. whenever divided land results in less than five acres and fewer than five units all fronting on existing improved city streets, or
- b. whenever a building which has never been occupied is divided in ownership.

7. Tentative Map is required:

- a. whenever land is divided resulting in more than five acres or more than five units, or
- b. whenever land is divided creating parcels for which new dedication or street improvements are necessary, or
- c. whenever a building which has been occupied is divided in ownership.

8. General Plan Amendment is required whenever a developer wants to develop to a standard or land use that is not in conformance with the then-current general plan of the city.

9. Site Development Permit is required for the filling or removal of earth or trees from a lot or parcel.

The types of applications enumerated above constitute a complete list of items heard in the planning process. Each tier of the decision-making hierarchy has final authority over different types of applications. Below we have summarized each body and the types of applications over which each has final decision-making authority.

A. BOZA (See San Mateo Municipal Code Section 27.06.040)

1. SPAR's

2. Certain Special Permits

3. Parcel Maps

4. Site Development Permits - where less than 5,000 cubic feet is being filled or excavated or for removal of major vegetation.

5. Minor Variances

B. Planning Commission (See San Mateo Municipal Code Section 27.08.110)

1. Variances

2. Most Special Permits

3. Tentative Subdivision Maps

4. Site-Development Permits - where more than 5,000 cubic feet is being excavated.

5. All applications which require Environmental Impact Reports and applications that would not normally be determined by BOZA.

6. Appeals from BOZA.

C. City Council (See San Mateo Municipal Code Section 27.08.110)

1. Special Permits for high-rise buildings

2. Planned Developments

3. Reclassifications

4. Final Subdivision Maps

5. General Plan Amendments

6. Appeals from Planning Commission

It should be noted that the decision-making process is a cumulative one. Everything that goes to the Planning Commission is considered and analyzed first by BOZA, which, in turn, advises the Commission. Likewise, any item which must ultimately be decided by the City Council must first be analyzed by the Planning Commission. All applications are reviewed by BOZA.

III. Daly City

Development decisions in Daly City are made only by the Planning Commission and City Council. There is no body similar to IDEC or BOZA.

Review of applications for development is also somewhat different in Daly City. Unlike either San Mateo or Foster City, any application that requires Planning approval according to the zoning ordinance must go all the way to the City Council. The Planning Commission takes action on all such applications but it is only an advisory body. The Commission will make recommendations on each application, but formal approval is only given by the City Council.

In addition, Daly City is somewhat unique in that many developments need no official Planning approval. As you may recall, in Foster City any new structure whatsoever required some sort of design review prior to the permit process. Similarly, in San Mateo everything except single-family homes and duplexes requires a site plan and architectural review. Daly City, in contrast, is far more lenient in its design and architectural review requirements. At this point, it would be helpful to review those types of applications a developer may make to the Planning Department (for actual copy of Planning Application, see Appendix D).

1. Use Permit

Each of the residential, commercial, and industrial zones has "permitted" uses and "conditional" uses. Those that are "permitted" may be constructed as a matter of right and require no official

planning approval or architectural/design review. For these uses, the developer goes directly to the Building Department and merely obtains the necessary building permits. The Planning Department will check the application as part of the plan check in the Building Permit process to be sure that the plans conform to all of the height, minimum area, maximum coverage and density requirements. Such a review is purely ministerial and checks for minimum requirements of the zoning ordinance. The review for these "permitted uses" is not a real development review in the discretionary sense that we have discussed it.

On the other hand, if the proposed use is a "conditional" one, formal development review is required. For conditional uses, a use permit is required and must be obtained through approval by the Planning Commission and City Council. (See Daly City Zoning Ordinance, Section 21). For example, in an R-1 district permitted uses which may be developed as a matter of right without a use permit include single-family homes, parks, and playgrounds. Nursery schools, libraries and child care centers, however, are conditional uses and require use permits in an R-1 zone (see Daly City Zoning Ordinance, Section 8.1, 8.2). Thus, the use permit is the most basic type of development review in the Daly City planning process. It is governed by Section 21 of the Zoning Ordinance and requires approval of both the Planning Commission (Section 21.4) and City Council (Section 21.8).

2. Variance

Variances are governed by Section 22 of the Daly City Zoning Ordinance. A developer may apply for a variance "where exceptional

conditions, practical difficulties, unnecessary hardships, or results inconsistent with the general purposes of this ordinance may result from a strict application of certain provisions thereof". (Daly City Zoning Ordinance Section 22.1). Again, approval is required by both the Planning Commission (Section 22.4) and the City Council (Section 22.8).

3. Zone Change

Amendments to the Zoning Ordinance are governed by Section 24 of the ordinance. These provisions are called into play whenever a developer wants to change the zoning designation which the official map has applied to his/her lot. The procedure for doing this is set out in Section 23 of the Zoning Ordinance.

Our main reason for being concerned with the Zone Change is that it is required in order to secure approval of a Planned Development. A Planned Development, of course, consists of a project which combines several zoning uses in a way which requires special consideration in regard to density, setback, minimum lot size and maximum lot coverage. Planned Developments are controlled by Section 15 of the Daly City Zoning Ordinance. Normally, the development approval occurs in three separate stages: 1) a sketch plan is taken to the Planning Commission to introduce them to the concept (Section 15.3A), 2) a preliminary plan is taken to the Planning Commission which shows tentative street patterns, densities, uses by type (Section 15.3B) and 3) a precise plan, tentative subdivision map and zone change are taken to the Planning

Commission and City Council (Section 15.3C). Most Planned Developments do not require Use Permits since the permitted uses are enumerated in the precise plan and zone change. Sometimes, however, a Planned Development may require a Variance to allow it to be placed on a lot smaller than the five acres required by Section 15.2B.

4. Tentative Subdivision

Developers must apply for a Tentative Subdivision Map whenever they subdivide property or ownership. Most common in this area are Planned Developments and conversions from apartments to condominiums.

Summary

In summary, Daly City controls its development through Use Permits, Variances, Zone Changes and Tentative Subdivisions. All of these must get review by the Planning Department, the Planning Commission and the City Council. This process is somewhat unique in that the Planning Commission has no official decision-making power; it only advises the City Council. The Daly City process is also unique in that all permitted uses within each zoning district are exempt from development review except to the extent they are reviewed ministerially in the permit process. For such permitted uses, no legal authority presently exists to require site plan or architectural reviews.

IV. Redwood City

Redwood City's development review process, like others we have seen, is a centralized one. Some applications (including Planned

Development Permits, Zoning Amendments and Final Subdivision Maps) must go all the way to the City Council for final approval, but most decision-making authority is vested in the Planning Commission. Thus, we see a centralized process where most major development decisions are made by one body, the Planning Commission.

In addition to the Planning Commission and City Council, however, several other elements of the general process should be mentioned. First is the Plan Review Committee. This body is identical to IDEC in Foster City in that it is composed of representatives from six different departments (Planning, Building, Public Works, Parks and Recreation, Police and Fire) and is only advisory in nature. In other words, unlike San Mateo's BOZA, the PRC only serves to advise the Planning Commission and has no power to issue any planning approval. Second is the Architectural Committee, which is composed of one Planning Commissioner and four other members appointed by City Council (Redwood City Zoning Ordinance Section 45.4) and has decision-making authority over all Architectural Permits (see below). Last is the Subdivision Committee, which has final authority over all minor subdivisions and lot-line adjustments.

The following are various types of applications that a developer can submit in Redwood City (reference may be made to an actual application form in Appendix D).

1. Architectural Permits are required of absolutely all developments except single-family homes and duplexes. It is issued by the Architectural Committee, is normally processed con-

currently with the Building Permit, and is really part of the plan check and design review that occurs after formal planning approval. If an Architectural Permit is involved in a project which needs formal planning approval (e.g. Planned Development Permit or Tentative Subdivision Map), the developer will normally wait until the planning process is complete and approval is secure before obtaining this permit.

2. Use Permits are required where the particular use allowed in a zoning district is a conditional use rather than a permitted one. Its purpose is to allow the Planning Commission to attach conditions of approval to maintain the use integrity of the district.

3. Variances are required where a particular application for a permitted use seeks to avoid formal standards (e.g. setback, density, minimum lot area or coverage) of the zoning ordinance.

4. Planned Development Permits are special permits not zoning districts. A developer may apply for a planned development in any zone. Although the permit effectively rezones the property, it technically maintains the original zoning. In other words, a planned development is like a permitted use, but with many variances granted for that particular project.

5. Subdivision Maps (Tentative & Final) are required whenever a developer subdivides property. The Tentative Map is approved by the Planning Commission (unless it includes an exception to the Subdivision Ordinance when it goes to the City Council), while the Final Map is approved finally by the City Council.

6. Minor Subdivisions are divisions of four lots or less. These are decided upon by the Subdivision Committee.

7. Zoning Amendments are required when a developer wishes to change the zoning designation on his/her particular parcel.

As mentioned earlier, most of these applications are approved or rejected by the Planning Commission. Below we have summarized which matters are decided finally by which body:

A. Architectural Committee

1. Architectural Permits (Section 45.7)

B. Subdivision Committee

1. Minor Subdivisions

C. Planning Commission

1. Use Permits (Section 42.3)
2. Variances (Section 43.4)
3. Tentative Subdivision Maps
4. Certification of Environmental Impact Report
5. Appeals from Architectural and Subdivision Committees.

D. City Council

1. Final Subdivision Maps
2. Tentative Subdivision Maps involving exceptions to the Subdivision Ordinance
3. Planned Development Permits (Section 46.6)
4. Appeals from Planning Commission
5. Zoning Amendment (Section 41.8)

It should be noted that all matters decided finally by the City Council are first considered and evaluated by the Planning Commission.

V. Summary

The specifics of development review vary markedly in the four cities, not only as to what body makes the decisions, but also as to those matters which require approval at all.

Foster City requires at least architectural review for all developments, and various permits (mainly the use permit or subdivision map) for some uses. San Mateo and Redwood City require at least architectural review of all developments except single-family homes or duplexes, and permits for some uses. Daly City requires no architectural review for any permitted use but does require review of the conditional uses.

In terms of decision-making, the cities vary quite a bit also. In Daly City, any matter requiring approval must go through the Planning Commission, but may only be approved finally by the City Council. In Redwood City and Foster City, the Planning Commission has final authority over less-important matters, while the most important matters go to the City Council. San Mateo, finally, has three tiers of decision-making, allowing BOZA to handle architectural review and smaller concerns, while only more important application types go to the Planning Commission and City Council for approval.

As a preliminary reaction, we think the San Mateo structure shows the most thought and rationality. Clearly, Daly City's system is not preferable. All matters there must go to the City Council, a process which seems to be wasteful. The Planning Commission and city departments are capable of making at least some of the less-important decisions. The Foster City and Redwood City

processes are rational and do have the advantage of centralizing policy making more than in San Mateo, since only two bodies make decisions rather than three. With the expansion of the regulatory system in recent years, it makes more sense to set up a hierarchy of decision-making instead of centralizing it. Such a hierarchy allows each body to make decisions of importance instead of concentrating all decisions in one or two bodies.

Chapter 5 - A Step-by-Step Journey through the Planning Approval Process in Each City

To provide a first-hand view of how the development review system works in each city, we chose to guide a few hypothetical projects through the process. We chose projects which reflected the major types of residential development that were common in each city. Since development varies from city to city, this method made comparing cities a bit more difficult; nevertheless, we felt it was important to analyze the system in the light of the kinds of applications each city sees most often.

To simplify matters, we have broken down the development review process into two separate stages. This chapter deals with the stage from the application for the project through the time it receives approval by the legislative body (usually the Planning Commission or City Council). The next chapter will show how the developer who has been given approval obtains the necessary permits actually to construct the house.

I. San Mateo

Remember that, in San Mateo, the most common type of residential development is either 1) planned development or 2) building a few apartment buildings (small number of units each) after demolishing single-family housing. In either case, the development would go all the way through the San Mateo City Council, which hears all planned development and reclassification applications.

Normally, there is some sort of informal contact between the Planning Staff and the developer prior to any application. Such contact may take the form of either telephone inquiries or, more frequently, personal visits to work out details. Once the developer has worked out the specifics of the proposal, he/she (in our hypothetical development) submits an application for: a SPAR, a Site Development Permit (since removal of trees and/or excavation is almost a certainty), and a Reclassification. Such an application would require the following materials:

1. Current title report
2. Six sets of complete plans, including plot plan, building elevations, landscaping plans and floor plans
3. Data sheet telling location, number of units, floor area, unit sizes, setbacks, parking arrangements and open-space arrangements
4. An 8½" x 11" reduction of each plan
5. Sign information
6. Fee deposits

Along with the preceding application materials, the developer must submit an Environmental Assessment Form (see Appendix D for actual copy) which outlines the proposed project details to facilitate environmental review. Such an environmental review is required by the California Environmental Quality Act (CEQA), which mandates that all local jurisdictions actively participate in the

in the preparation of documents outlining potential effects on the environment from the proposed development and possible mitigation measures.

The Environmental Assessment Form is key because it initiates the entire planning review. A development may be reviewed for environmental impact without all of the detailed application materials (see I-5 above), but projects that have both application and environmental material submitted are given priority. After the application and environmental forms have been submitted, the Planning Staff begins its initial study to determine whether, under the terms of CEQA, the proposed project:

1. is "categorically exempt" and needs no environmental document
2. merits a "negative declaration", stating that no significant adverse effects will result, or
3. that a full "environmental impact report" is necessary to define what adverse effects the proposal will have, possible mitigation measures and alternatives to the project.

This initial environmental study is normally done within a week or ten days of the time the application is submitted. The actual staff work in the determination requires one to two days to go to the site, double-check factual information and check the zoning and general plan to arrive at a final decision as to what is required for CEQA. Only a very small percentage of applications

requires a full environmental impact report--which might consume months to prepare. About 95% of all applications result in either negative declarations or categorical exemptions.

After Planning Staff has spent a week to ten days determining which document is required for the project, the Staff prepares the document. If it is a negative declaration it will be completed in two weeks during which three to four days of actual staff time will be consumed. A categorical exemption takes less time and a full environmental impact report takes much more time. Negative declarations, however, are the most common document which emerges from the environmental review.

The time span which elapses from submittal of the application materials and environmental assessment forms to completion of the environmental document is normally around three weeks.

When the environmental document is completed, the entire review process is set into motion. First, notice is sent to all property owners within 300 feet of the proposed development to inform them that there is an environmental document on file, and open to inspection to anyone, at the city library and City Hall. Secondly, the development application is put on the BOZA agenda for two weeks later (Tuesday morning meetings). Thirdly, Planning Staff distributes a full set of plans to the members of BOZA (Planning Division, Building Official, the Fire Chief, the Public Works Division, to Parks and Recreation and to the Police Official). Each one of the departments uses the two weeks to

check code requirements, to identify any problems with the development and to prepare preliminary conditions. No formal staff reports are prepared, but every department head is advised of possible problems with the proposal.

Thus, the two weeks between the time the environmental document is prepared and the BOZA meeting allows the department staffs and the developer to prepare for the BOZA meeting. It also allows for the notifying of affected property owners.

The analysis of the project in BOZA is the crucial step in the procedure. Although it is not formally a public hearing, there are environmental notice requirements; the public is allowed to attend and voice objections to the project; and the developer is encouraged to attend. The meeting begins with a general discussion of the project, during which officials make suggestions to improve the plan of the development. After a general discussion, the BOZA members enumerate specific conditions which the developer must meet and upon which BOZA approval is based. If BOZA sees problems that must be corrected before approval may be granted, it will continue the review of the application at the first BOZA meeting to be held after necessary corrections have been made. Interviews which we conducted indicated that very few applications, fewer than one in ten, are continued. Assuming, however, that BOZA thinks the project merits approval, it will approve the development with specific conditions.

After the meeting, BOZA's action is recorded in a report to the Planning Commission. The report is completed the Friday following the Tuesday BOZA meeting (i.e. three days later). This report

gives BOZA's recommendations, final action and conditions -- if the project was approved. That same day BOZA mails to the applicant and to property owners who live within 300 feet of the proposed development a notice telling them that BOZA has approved the project and that they may appeal the decision to the Planning Commission. If no appeals are taken, the BOZA action becomes final 15 days after its meeting, or ten days after its action is announced (San Mateo Municipal Code Section 27.10.030). Remember that because our hypothetical application must go all the way through the City Council, the Planning Commission will hear it even if there is no appeal.

Once BOZA approves the development application it is set on the Planning Commission's agenda for three to four weeks later -- according to a master schedule (see Appendix D). A minimum of three weeks is necessary because the BOZA record must be prepared and mailed, and then ten days notice is required for the Planning Commission hearing. The record of the BOZA proceedings serves as the staff report for the Planning Commission. The record is mailed to the applicant, who is free to object or comment on any specific condition or recommendation from BOZA. Applicant's objections take the form of a memo or letter that accompanies the report to the Planning Commission. If objections are filed, the staff will also file a memo with the report, justifying the questioned conditions.

The actual Planning Commission hearing is a formal public forum. The Planning Staff opens the forum with a presentation of the proposed project and a summary of the BOZA recommendations and conditions. The applicant then makes his/her presentation. Next, the general public presents its views; this segment is not limited to property owners within 300 feet, but rather it is open to "all persons inter-

ested"(San Mateo Municipal Code Section 27.08.100). The Planning Commission then makes its decision. If the Commission denies the application, only the applicant can appeal the decision to the City Council (San Mateo Municipal Code Section 27.08.110). If the Commission approves the project, any resident of the City may appeal, provided he/she filed a written protest prior to the hearing or protested at the hearing (San Mateo Municipal Code Section 27.08.110). Whether the report is approved or denied, any citizen may take up the decision at the City Council. All appeals must be taken within ten days of the hearing.

Last, our project goes before the City Council to obtain review of the reclassification. It is set for three weeks after the hearing in the Planning Commission. No notice is required, so long as the City Council hearing date is announced within 30 days. (San Mateo Municipal Code Section 27.08.130.) The City Council then meets on the specified date and makes its final decision.

The applicant has now proceeded through the Planning Staff, BOZA, the Planning Commission and the City Council. The Planning Staff environmental review runs two to four weeks from day of submittal if a Negative Declaration only is needed and ten to sixteen weeks if an EIR is required. The BOZA meeting takes place about two weeks after the environmental document has been finished. Thus, for an apartment conversion which would not require a full EIR, the entire process would consume about six to eight weeks from time of submittal. The planned development would have to go through the city council and would consume 18 to 24 weeks from time of application. The Planning Commission takes place three to four weeks after the BOZA meeting.

The foregoing estimates for the processing of development applications were based on interviews with staff. Staff members indicated that fewer than one in ten applications are continued by either BOZA or the Planning Commission. They also stated that approximately 200 applications are processed by the city each year. Of those, roughly 25% go to the Planning Commission (i.e. 75% are decided finally by BOZA), and about 10% go all the way to the City Council.

When asked how the process could be improved, the staff was hard-pressed except to stress the importance of the pre-application conferences. They explained that, given CEQA and the requirements of the Municipal Code, very little could be done to streamline the process. They went on to point out that most of the Code requirements are unavoidable, because the bulk of them deal with appeal and notice periods.

Conclusively, staff expressed the overall view that the development review process in San Mateo provides an effective framework for a balancing of environmental and planning concerns with the rights of private property owners to develop and use their land according to their own wishes. Most important, affected property owners are notified early in the process so that opportunities for citizen input are assured.

II. Foster City

The most common types of residential development in Foster City are either large subdivisions or planned developments. Subdivisions require tentative subdivision map approval by the Planning Commission, whereas the planned developments require either a use permit or a rezoning by the City Council to change the zoning to a planned development combining district.

For the purposes of this discussion it will be assumed that the development case illustrated here requires a use permit and possibly an application to rezone. Normally there is some sort of informal contact between the developer and city officials prior to the actual submittal of an application. The informal contact takes the form of either an informational meeting with the Planning Director or a study session of the Planning Commission. In either case, the developer's project is reviewed in general terms to alert both him and the city to special problems that might be involved in the project.

After the informal contact between the developer and planning, the developer works up the required materials, which normally include:

- 1) Drawings showing the structure, where it lies on the land and its general appearance.
- 2) Information outlining proposed uses.
- 3) Environmental impact assessment form.
- 4) Lot sizes, building sizes, density.
- 5) Parking and traffic studies.
- 6) Location and ownership information.
- 7) Utility and grading plans.

The developer submits these materials at the Planning Department counter and the material is given a planning number.

The next step is a crucial one and takes place about five days after a filing. At that time, a meeting of the Inter-Departmental Evaluation Committee (IDEC) is convened to analyze the project and its impact on the city. IDEC normally has, as its members, the Planning Director, the Public Works Director, a representative from the Building Department, a Police Department representative and a Fire Department representative. This meeting is the central focus

for working out problems in the development. The developer is not present at the IDEC meeting, because the function of the meeting is to bring together all city departments to establish recommendations to the Planning Commission. These include what conditions the commission should impose on the development to assure beneficial results to the city. The Planning Commission is empowered to impose such conditions by Municipal Code Section 17.72.010.

The next step begins approximately nine days from filing and involves environmental review. The Planning Director and Staff review the environmental impact information which the developer submits with the use permit application. 95% of all applications result in "negative declarations"; i.e., a declaration that the development conforms with the environmental Quality Act as it applied to Foster City. The remaining 5% must file a full Environmental Impact Report (EIR), which could take up to six months. This review is required by state law. Although only 5% of projects require full EIR's, many of the larger planned developments and subdivisions are among those 5%. If only a Negative Declaration is needed, staff can complete it within a few days; on the other hand, if a full EIR is needed, either the staff or an independent consultant will normally require one to six months to complete it.

For the sake of illustrating the rest of the process we will assume that our hypothetical project only requires a Negative Declaration, but we should remain mindful of the idea that many large projects would be put back at this point.

Eleven days from filing, the Planning Department sends out public notification of the subsequent hearing. Municipal Code Section 17.72.090 requires that notice be sent by mail ten days prior to

the hearing to property owners within 300 feet of the new development. Notice is also placed in the newspaper and in designated public places.

Fifteen days from filing, the Planning Department Staff completes its report and sends it to the developer and the Planning Commission. The report enumerates the IDEC recommendations, the project's impact on the city, the analysis of the professional planner and recommends the conditions that the Planning Commission should impose as a prerequisite to the issuance of the use permit.

Twenty-one days from filing the Planning Commission meeting takes place. Both the developer and the Planning Department make presentations. These are followed by reports of concerned citizens. The Commission then determines:

"whether or not...the use applied for will...be detrimental to the health, safety, morals, comfort and general welfare of the persons...in the neighborhood...or whether it will be injurious or detrimental to property...in the neighborhood or the general welfare of the city." (Municipal Code Section 17.72.030)

If the Planning Commission finds that those conditions will not result, it may grant a conditional use permit, and a recommendation to the city council to rezone the property. It should be noted here that the Planning Commission holds a hearing 21 days after filing but need not make a final decision at that hearing. It may "continue" the consideration of a use permit application to a later meeting. The conditional use permit is not issued until 14 days after its approval because any person has that period to appeal the Planning Commission's decision to the City Council (Municipal Code Section 17.72.110). (Note: In the case of an appeal, the City Council notifies the public and renders its decision after a separate hearing.)

This stage in the Planning Commission seems to be the biggest single bottleneck in the process. Foster City is a "totally planned community", in the words of the Planning Director. The city is in the unique position of starting from ground zero -- with empty land-- and developing it block-by-block, neighborhood-by-neighborhood, until there is no more space left. Thus, the Planning Commission uses its unique position to look at every last detail of the developer's plan, right down to the color each house will be painted and the way all of the roofs will fit visually with the rest of the horizon. Of course, the Planning Commission may, in its discretion, view even the most minute detail of a proposal under its mandate to protect the "health,safety,morals, comfort and general welfare" of the city in granting Use Permits (Foster City Municipal Code Section 17.72.030). Thus, given the zoning ordinance and its very general language -- and such language is common to most zoning ordinances -- the decision as to which details should be analyzed is a policy-decision to be made by the Planning Commission and, ultimately, the City Council. As one city official explained, the Planning Commission bottlenecks the process because it deals with aesthetics and unknown values; it is frustrating for a developer to have to wait weeks while the Planning Commission looks at paint colors.

Within 30 days of a recommendation by the Planning Commission to rezone, the City Council must set a public hearing on the rezoning application, and the public has its chance to respond. Within 60 days of the close of the hearing, the City Council makes its decision on the rezoning (Municipal Code Section 17.74.070).

If the City Council approves the rezoning, a second reading of the approving ordinance occurs two weeks later. The rezoning ordinance becomes effective 30 days after the second reading. Once the rezoning ordinance has become effective, the use permit is issued and the developer has finished the process with the Planning Department and the Planning Commission.

In view of the preceding, in Foster City, a use permit may ideally be processed in three weeks -- if only a Negative Declaration is required and no delays are experienced. For a project of any substantial size, several months would have to be added to the total for completion of a full EIR. The total time would become closer to 15 to 20 weeks.

III. Daly City

In Daly City, the two most common types of development are 1) the small infill type of development -- of from six to twenty single-family homes or condominiums -- and 2) a Planned Development of somewhat larger scale. Both hypothetical projects involve items which must be considered by the City Council. In the case of the subdivision, a Tentative Subdivision -- and possibly a Variance (depending on specific setback, density, lot coverage and lot area figures) -- are involved, while, in the case of the Planned Development a Zone Change and probably a Tentative Subdivision are involved. Although our discussion will encompass most types of residential development, we will focus on these two.

Normally, there is some sort of informal contact between the developer and Planning during which the developer gathers information on what is required for the particular project. Once the developer has worked out the specifics, he will submit an application (see Appendix D for an actual copy of the Planning Application).

The application form must be accompanied by the following materials:

1. Three sets of sketch plans (site or plot plans) to show how the proposed development lies on the lot/lots; these are required so Planning may check the parking, setback, coverage and area requirements as set forth in the zoning ordinance.

2. An Environmental Evaluation Form (see Appencix D) that allows Planning to see if the proposed project has a significant effect on the environment under the California Environmental Quality Act (CEQA).

3. For Planned Developments, the developer must also submit perspective drawings, vehicular circulation patterns, open space provisions and areas set aside for different uses (see Zoning Ordinance Section 15.3).

The Environmental Evaluation Form is important because it initiates the development review. Within a week of the time the materials are submitted, the City Planner reviews the environmental information to determine under the provisions of CEQA that the proposal:

- 1) is "categorically exempt" and needs no environmental review,
- 2) merits a "negative declaration", indicating that no significant deleterious impact will result, or

- 3) that a full "environmental impact report" (EIR) is needed to outline how the project will minimize damage to the environment.

This stage is a key one, depending on the outcome of the environmental assessment done by the City Planner, the proposal either glides through the rest of the planning process or is set back one to six months for preparation of the EIR. 90% to 95% of all applications result either in categorical exemption or negative declarations. About 5%, on the other hand, do require EIR's and among

them are virtually all Planned Developments. Almost without exception, Planned Developments require EIR's because of their greater density, traffic, noise etc. Thus, of the two hypothetical projects we mentioned, the Planned Development would probably require an EIR, while the six-to-twenty unit project probably would result in a negative declaration. It should be noted that, besides Planned Developments, nearly 100% of all applications (including Use Permits, Variances, Subdivisions, if not large, and simple Zone changes) result in negative declarations.

If the project requires an EIR (e.g. Planned Developments), it will have its environmental review completed in about two months. Four weeks will be spent preparing the EIR (although on huge projects -- about 10% of those that require EIR's -- the EIR may take longer than four weeks). Another four weeks will be spent in circulating associations, nearby developments, Association of Bay Area Governments, the Coastal Commission, the State, Cal.Trans, Daly City Fire, Police, Public Works, Parks and Recreation, Planning, Building Departments, PG&E., PT&T., cable television and the utilities. During that month of circulation after the EIR has been prepared, all affected parties are encouraged to give any comments or criticisms about the EIR or the proposal in general. Normally, about two months are needed from the time it is determined that an EIR is needed until the time that the EIR review is completed. The exception is inordinately large projects that requires longer than one month to prepare the EIR.

If no EIR is needed, the process becomes substantially shorter. If only a categorical exemption or negative declaration is required,

preparation time is cut down to about one week instead of one month. In addition, another month is eliminated because EIR circulation is not required for a negative declaration or categorical exemption. Thus, if an EIR is required, it will take nine weeks to complete the environmental review and document; if no EIR is required those same tasks will require only two weeks.

Once the environmental work has been completed, the item is placed on the next Planning Commission agenda for which adequate notice (ten days required by the zoning ordinance) may be given. Since the Planning Commission meets only once a month (second Tuesday in each month), the next available meeting for which ten days notice may be given is normally two to five weeks later. Those two to five weeks are spent in preparing a staff report with recommendations to the Planning Commission. If an EIR is involved, it will serve as the basis for the staff report, along with questions that are asked by other departments during the circulation of the EIR. If no EIR is involved, a staff report is prepared explaining the reason for a negative declaration and the recommendations of other departments as collected by the Planning Department. Sometimes these recommendations are collected informally through staff work, while, in other cases, they result from a more formal conference between Planning, the developer and impacted city departments.

We arrive now at the Planning Commission hearing itself (second Tuesday in each month). If no EIR was involved (i.e. most Use Permits, most Variances, minor Zone Changes and small Subdivisions), this hearing occurs four to seven weeks from the time of application. If an EIR is involved (i.e. most Planned Developments, some Zone

Changes, large Subdivisions), the hearing occurs eleven to fourteen weeks from the time of application. The Planning Commission hears the staff report, allows the developer to make a presentation, and then opens the meeting to public debate. Finally, after a full public hearing, the Planning Commission makes its decision. If the project is very large or controversial, the final decision may take two to six meetings (i.e. two to six months). Interviews with staff, however, indicated that 80% to 90% of all applications are disposed of by the Planning Commission in one meeting.

At this point, after preliminary Planning Commission approval, our two hypothetical developments part ways. In the case of the small Subdivision, the Planning Commission has approved a Tentative Subdivision Map within four to seven weeks of the time of application (since it required no EIR). After Planning Commission approval, it is scheduled for a hearing before the City Council two to four weeks later, (which meets officially on the second and fourth Mondays of each month). When the City Council meets, it will consider the developer's Final Subdivision Map and normally, will approve it if the Planning Commission approved the Tentative Map. Thus, for small Subdivisions (along with Use Permits, Variances, minor Zone Changes), the entire process takes six to eleven weeks. In addition, the developer must wait for one month for the City Council resolution which accepts his Final Map to become effective as law.

The schedule is different for the Planned Development. Assuming that there are no continuances, the Planning Commission has given approval to the first phase of the Planned Development. Recall that the Planned Development goes through three stages: 1) the

sketch plan, 2) preliminary plan and 3) precise plan. Each of these three plans must be considered by the Planning Commission. The developer can, however, combine the sketch plan (#1) and the preliminary plan (#2) to be considered by the Commission at one time. Assuming that the developer is prepared (in our hypothetical Planned Development), the Commission would have approved both the sketch plan and the preliminary plan at its first meeting 11 to 14 weeks after the time of application (since an EIR was required). The developer would then go back to the Commission one month later to have his/her precise plan (#3) approved. Then the development would go to the City Council one month following final Commission approval. Thus, final approval by the City Council will take place 20 to 23 weeks after application. Again, the developer must wait an added month to allow the City Council ordinance to become law.

We have reviewed the entire planning process in detail. Interviews with staff were the basis for the information. As we discussed, Daly City is unique in at least two respects: 1) the fact that every application for development must go all the way to the City Council, and 2) many types of developments require no design or architectural review whatsoever.

Our interviews immediately uncovered the first common-sense reaction: that not everything need go to the City Council. In fact, the Council very rarely overturns the Commission's judgment and, more often than not, gives only cursory affirmation.

Secondly, it would appear that Daly City needs more design and architectural review. As it is, nothing except Use Permits, Variances, Rezoning, Planned Developments and Subdivisions require design review. The Director of Community Development recognized that

more architectural review was needed. He explained that the zoning ordinance is being rewritten and probably will apply stricter design and architectural standards to more of the permitted uses and common types of development.

IV Redwood City

In Redwood City the two most common types of major residential development are 1) small infill subdivisions and 2) larger planned developments. A subdivision must be approved first by the Planning Commission in the form of a Tentative Subdivision Map and later by the City Council in the form of a Final Subdivision Map. As we have done in other cities, we will trace the process through only as far as approval of the Tentative Map (since the Final-Map-approval process follows very routinely from approval of the Tentative Map). The Planned Development must go all the way to the City Council (see Section 46.6). In the case of a small, infill subdivision, the developer would submit an application for a Tentative Subdivision Map, while in the case of a planned development the developer must submit an application for a Planned Development Permit.

The following comprises a list of materials required for a complete application:

1. Seven sets of plot plans drawn to scale and completely dimensioned.
2. A set of elevation drawings.
3. Six sets of landscaping plans.
4. A set of development plans showing sequential construction.
5. Proof of ownership and legal description.

6. If a planned development, a written justification of why such a project is needed.

7. If a subdivision, six copies of a parcel or tentative map.

Along with these application materials, the developer must submit an Environmental Evaluation Form (see Appendix D for an actual copy), which outlines the details of the proposed project to facilitate environmental review by the staff. Such an environmental review is required by the California Environmental Quality Act (CEQA), which mandates that all local jurisdictions actively participate in the preparation of documents outlining potential effects on the environment and possible mitigation measures.

The Environmental Assessment Form is very important. With it, the Planning Staff prepares an initial study to determine whether, under the terms of CEQA, the proposed project:

1. is "categorically exempt" and needs no environmental document.
2. merits a "negative declaration" stating that no significant adverse effects will result, or
3. that a full "environmental impact report" is necessary to define what adverse effects the proposal will have, possible mitigation measures and alternatives to the project.

This initial environmental study by the Planning Staff normally takes less than one week but could consume up to two. Only a very small percentage of applications requires a full environmental impact report, with about 95% of all applications resulting in negative declarations. Interviews with staff indicated that infill subdivisions almost always result in negative declarations, while planned developments almost always result in a full environmental

impact report. Four of the five subdivisions we examined required full EIRs, a fact which contradicted the staff statement. Their (PD) statement was borne out by an examination of the planned developments since three of the four cases analyzed did require a full EIR. Thus, the initial assessment to decide which environmental document is needed takes from about four days to two weeks.

The next stage is presenting the application to the Planning Commission. This stage includes 1) preparation of the environmental document, 2) departmental review, and 3) publication of notice for the Planning Commission hearing. These tasks require dramatically different time periods depending on which environmental document is required. Interviews with staff indicated that, if only a negative declaration is required, the application will reach the Planning Commission two to four weeks after application. In other words, if the developer gets all materials submitted within two weeks of the next Planning Commission meeting and only a Negative Declaration is required, his application stands a good chance of getting on that agenda. A minimum of a few days to a week is needed to make the initial study as to which document is needed. Thus, in the case of a Negative Declaration, the following tasks are completed within ten to twenty days: First, the Planning Department distributes a set of plans to each affected city department. Second, a notice is published indicating that the Planning Commission will hold a public hearing. This notice, of course, must precede the hearing by at least ten days. Third, the Negative Declaration is prepared for approval by the Planning Commission. Fourth, and most importantly, the application is analyzed by the

Plan Review Committee. This committee meets every Tuesday and is composed of representatives of the Planning, Building, Parks and Recreation, Public Works, Police and Fire Departments. These departments discuss the project, decide on conditions to recommend to the Planning Commission and determine the essence of the staff report to go to the Commission.

The Plan Review Committee is almost identical to IDEC in Foster City. It has the same members, is only advisory in nature, allows the developer to attend if he specifically requests to and does not keep an official record. It, like IDEC, is different from San Mateo's BOZA in that BOZA makes final decisions on some applications, allows the developer to attend and keeps an official record.

If a full EIR is needed (as was the case with most of the planned developments and subdivisions we examined), the schedule changes dramatically. It takes one to two weeks to determine that a full EIR is actually needed. Another five to ten weeks are required to arrange for a consultant (if city staff cannot do it) to do the EIR and have the EIR completed. After the EIR is completed, it is circulated for four weeks to all city departments and affected agencies. Finally, notice is given and the matter is put on the Planning Commission agenda. Information obtained from staff indicated that if a full EIR is required, it takes a minimum of two-and-a-half months (an average of four months from time of application) until the matter is heard by the Planning Commission. The Plan Review Committee meets to consider an application involving a full EIR within the first few weeks while the EIR is being prepared.

In summary, if the project involves only a Negative Declaration, the developer can expect to have his application reach the Planning

Commission two to four weeks from time of application. (Planning staff indicated that most infill subdivisions usually fall in the four-week limit). If, on the other hand, a full EIR is required, the same project could take a minimum of two-and-one-half months, an average of four months, and a maximum of up to a year.

The actual Planning Commission hearing is a formal public forum. The Planning Commission meets on the first and third Tuesdays of each month. The Planning staff normally opens the hearing by presenting the staff report, which is a combination of written analysis and the discussion from the Plan Review Committee. The developer gives a presentation in support of the project, followed by reports from members of the public. In regard to continuances, interviews with staff indicated that about one application out of every four is continued beyond the first meeting for further consideration. Those applications that are continued usually involve unusually complex issues or unusually large projects.

Next, the project is scheduled for consideration at the City Council. The infill subdivision will not need City Council approval at this point -- since the Planning Commission has final authority over Tentative Subdivision Maps -- unless they involve exceptions to the Subdivision Ordinance. The City Council meets on the first four Mondays of each month. Normally, when a matter is recommended for approval by the Planning Commission, it will be placed on the City Council agenda for three weeks later. The City Council often follows the recommendations of the Planning Commission and almost never continues a matter for further consideration.

To review the process briefly, first the staff spends one-half to two weeks determining which environmental document is required. Most planned developments require a full EIR, while staff asserted

that most infill subdivisions would only require Negative Declarations, most of the ones we looked at did indeed require full EIRs. If only a Negative Declaration is required, the Tentative Subdivision Map will normally be approved by the Planning Commission two to four weeks after application. If a full EIR is needed (as in planned developments), the Planning Commission will open public hearings two-and-a-half to four months after application and the City Council will hear the application three weeks after the Planning Commission has made its decisions.

An important explanation is in order at this point. Redwood City is unique in one particular respect. Many projects involve planning approval for more than one item; for example, a Planned Development usually required an EIR, which must be certified by the Planning Commission; a Planned Development Permit, which must be approved by the City Council; and a Tentative Map, which must be approved by the Planning Commission. In the same situation, the other cities we surveyed normally handle the entire procedure as one application in a package. Although that same route is available in Redwood City, developers do not normally follow it, according to our interviews. That is, typically, they will wait for each phase to be approved separately. First, they will allow the EIR to be certified, then they will apply for the Planned Development Permit and allow it to be approved by the City Council; and only then will they apply for the Tentative Subdivision Map and allow it to be approved after the other elements. This does not seem to make too much sense, since the developer could save significant time by applying for everything at once. When asked, staff replied that developers choose the longer course mainly because of financial reasons. All applications require a nonrefundable fee. If there is a charge made in any segment of the project and the developer has submitted all of

the applications in the beginning, he/she must modify everything, submit new applications and pay more nonrefundable fees. By proceeding step-by-step the developer loses time but is able to respond rationally to changes made by the policymakers.

V. Summary

On July 17, 1978, the Redwood City City Council adopted modifications to the development review process studied here. It is heartening to note that the city's staff recommendations -- adopted by the City Council -- incorporate the GRC/CIAF over-all recommendations regarding expediting the process, although the form taken is that of a Zoning Administrator with responsibility for the approval process.

The system was implemented when the new ordinance took effect on December 6, 1978. Although it is premature to evaluate a new system in such a brief operational period -- particularly when the brief period occurs in the slow winter months, it is noteworthy that one week was sheared off the processing time of the first application which felt the effects of this new system.

The application was submitted on January 2, 1979; went before the PRC on January 9, 1979; and was approved by the Zoning Administrator on January 10, 1979. Work was begun on January 10. Under the old system, the Planning Commission would not have reviewed the application until January 16, 1979. The new, simple approach has demonstrated significant expediency even in its limited period of operation.

Although in each city we are working with hypothetical developments that supposedly reflect the most representative kinds of residential projects, these "imaginary projects" differ somewhat from city to city so that comparison becomes difficult. General patterns do emerge, however. In all four cities, it appears that an application

which presents no serious problems and needs only a Negative Declaration may be processed, analyzed and approved in about a month or two (Foster City - three to four weeks; San Mateo- six to eight weeks; Daly City - six to eleven weeks; Redwood City - four to eight weeks, including both the Negative Declaration and subdivision). Those larger more complex projects which require a full ElR can be approved in about four to six months (Foster City - fifteen to twenty weeks;

San Mateo - eighteen to twenty-four weeks; Daly City - twenty to twenty-three weeks; Redwood City - fourteen to twenty-four weeks).

Although these time periods may seem quite long, we honestly feel that they are very reasonable. Having studied this subject over a long period of time, we are frankly surprised by how efficiently these processes flow. Most of the time-consuming segments of the review are mandated and required by some state statutes. The most time-consuming element of the entire process is the environmental review and preparation of the environmental document -- all of which are specifically called for in CEQA. In addition, the state planning statutes call for minimum notice periods which the cities must meet in order to comply with the law.

To be sure, some of the processing time could be reduced with imaginative and rational planning. Much of that is already being done and we were impressed with how often the various staffs constantly seek improvements in the overall system. Our recommendations as to possible improvements in each city will come later.

Chapter 6 - A Step-by-Step Journey Through the Building Permit Process in Each City

After a developer has received planning approval, he or she enters the second important phase of the development review process. In order actually to construct the development, the developer must deal with several other city departments to obtain the necessary building permits. As we mentioned earlier, this part of the process is often not included in a discussion of the development review process. It is included in our study because it is an integral part of getting a development completed.

There are several permits in each city. The permits that are required in each city are listed and described in Appendix E. It should also be noted that, whereas the process up to this point has been coordinated by Planning in each city, the process now becomes centered in the Building Department or Division.

1. San Mateo

A. Permits and Materials Required

The first step in actually constructing the project is to show planning approval and apply for a Building Permit in the Building Division. In order to complete the application, the developer must submit the following materials:

- 1) Two sets of detailed structural drawings.
- 2) A set of structural calculations to show that the drawings conform to the calculations.
- 3) A set of specifications giving a detailed description of materials and methods to be used for construction (e.g. trenching, backfilling, types of concrete, timber, steel, doors, windows etc.).
- 4) Three sets of landscaping drawings.

- 5) A set of plans for public works.
- 6) A set of soils reports from a soils engineer if the project is in an area of steep grade, bay mud, or differential settlement.

B. Building Division Valuation and Plan Check Fee

Assuming that all of this material is submitted (and of course, it might take a developer months to get it all in order), the permit process is set into motion. The Building Division first reviews the application for a "valuation"(i.e. value of the structure), upon which the Building Permit fee and the Plan Check fee will be based. This process could take anywhere from a day to several weeks, depending on the size of the project. More often than not the process is completed within a few days. Once the valuation has been determined, the applicant must pay the Plan Check fee, which is a percentage of the valuation.

C. Planning Division Conducts Plan Check

The Building Division immediately sends the plans and drawings to Planning Division which receives them and puts together an "Action Letter" for the application. The Action Letter consists of a list of final conditions (normally from the actual record of the BOZA meeting) upon which is superimposed a set of columns. One of those columns indicates which city department the condition affects, while the other column is left for the affected department to check off when it finally sees the plans (see Appendix F for an example of the Action Letter). Next, the Planning Division prepares a Site Development Permit form and a checklist that goes with it that will be attached to the plans and Action Letter as they circulate from department to department. Again, each department will eventually check off on this document.

Finally, the Planning Division checks the plans for conformance with: 1) the final conditions from BOZA, the Planning Commission and the City Council that deal with the Planning Division, and 2) all zoning ordinance requirements for setback, floor area and related land-use factors. Presuming that the plans are satisfactory for the ordinance for the planning conditions, the Planning Division approves the project for plan-check purposes. It does this by "signing off" in the "approvals" section of the Building Permit application (see Appendix F) and by checking the proper columns in the Action Letter (see Appendix F).

D. Parks and Recreation Conducts Plan Check

Next, the application is sent to Parks and Recreation. They check the plans to assure conformance with the final conditions that deal with parks and recreation. Most often, this would involve landscaping, slope and drainage conditions. In addition, they assess a Park and Recreation Tax which all applicants must pay to support City open-space plans. The tax amounts to thirty cents per \$100 of valuation. The developer may have the thirty cent rate reduced if his project devotes a much greater amount of open space than is required by the Municipal Code. Finally, the Parks and Recreation Department figures a valuation for landscaping work, upon which the developer must then post a bond to assure proper completion. Once all of these tasks have been completed, Parks and Recreation signs off in the approval section of the Building Permit Application, in the Action Letter and on the Site Development checklist.

E. Public Works Conducts its Plan Check

Next, the application is circulated to the Public Works Department. It first checks the plans to assure conformance with the final conditions dealing with public works. Secondly, it establishes a

valuation for landscape maintenance and public improvements (i.e. necessary work with sewers, storms, water system, curbs, gutters, sidewalks etc.). It then requires bonding to assure completion. Thirdly, it issues an Encroachment Permit to allow the developer to work on improvements in the public right-of-way. Fourthly, they closely inspect parking arrangements to assure compliance with city standards. Finally, after these tasks have been completed, Public Works signs off in the approval section of the Building Permit application, in the Action Letter and on the Site Development checklist.

F. Building Completes the Building Permit Process

The plans now return to the Building Department. The Fire Marshall is notified and comes to Building to check the plans for proper fire-protection equipment, exit clearances and warning systems. He then signs off on the Building Permit application, on the Action Letter and on the Site Development checklist.

If the project involves any food-serving facilities, the County Health Department signs off as the final step.

Once all of the other departments have completed their work, Building is ready to complete the permit process. The permit application is channeled to a Building plan checker. It is checked in detail for conformance with: 1) the final conditions attached to the project that deal with the Building Department, and 2) the Uniform Building Code. Building also double-checks all of the conditions dealing with Planning, Public Works, Parks and Recreation, Fire and Health to make sure that they properly signed off. When that process has been completed, Building collects the Building Permit fee and issues the permit. The developer is free to begin construction.

G. The Plumbing, Electrical and Mechanical Permits

After issuance of the Building Permit, the developer is free to obtain the other three permits, however the general contractor may come in and obtain Plumbing, Electrical and Mechanical Permits. Alternatively, each one of the subcontractors may come in separately to get the permits individually. These permits are issued on an automatic basis upon payment of the permit fee. Conformance with the plumbing, electrical and mechanical codes is assured through subsequent inspections.

H. Inspections and Certificate of Occupancy

The Building Division conducts roughly seven separate inspections to check conformance with the four codes. The following represents a brief summary of the various inspections:

- 1) Inspection of the forms and reinforcement after trenching just prior to the pouring of concrete.
- 2) The plumbing rough-in inspection and partial frame inspection, which checks rough plumbing and heating facilities under the slabbing of the floors.
- 3) Final plumbing, electrical wiring and final frame inspection once the frame is completed.
- 4) Subfloor and roof inspection, which checks the adequacy of construction.
- 5) Duct-system inspection, which checks the heating and furnace flues.
- 6) Lath and/or wallboard inspection.
- 7) Final inspection.

When the construction and inspections have all been completed, the developer must come to the Building Official for the certificate of

occupancy. No building may be occupied without the certificate (San Mateo Municipal Code Section 27.10.020). The Building Official will not issue the certificate until the Division has checked one last time for the final conditions that were placed on the development application. The Building Division then has each department check off that all the conditions have been satisfied in the final structure. When the conditions have all been checked off, the certificate of occupancy is issued by the Building Official.

1. Overview

The entire permit process involves mostly manual checking of work to assure conformance with predetermined codes and conditions. Thus, the permit process requires nowhere near the amount of time required by the development review process.

Time frames were not presented in the foregoing discussion; however, interviews with the Building Division indicated that the process from time of complete Building Permit application to the time the Building Permit is issued is normally ten to thirty days. This, of course, includes plan checks by every department and bonding. In the event that the developer delays on any of the requirements, the entire process will be slowed. The ten to thirty days refers only to staff turnaround time.

II. Daly City

A. Applying for a Building Permit and Plan Check

The architect normally will come to the Building Division with the preliminary plans for a pre-check conference. At this time, the architect is informed of ways in which the plans may be improved to facilitate the permit conference. The next step is to fill out an application at the Building Division for a Building

Permit and Plan Check (see Appendix F). With these applications the applicant must also supply the following materials:

- 1) A minimum of two sets of detailed plans.
- 2) A full set of specifications.
3. A set of engineering calculations.
- 4) Grading and public improvement plans.
- 5) An estimated valuation of the structure.

B. Building Division Valuation and Plan Check

Assuming that the developer has submitted all of these materials, the permit process is set into motion. First, the Building Division checks the developer's valuation by using a standard formula of dollars per square foot. Then the Building Division does its plan check to see if the development complies with all the requirements of the Uniform Building Code. It then signs off on the Plan Check form (see Appendix F) and sends the plans to the Planning Division.

C. Planning Division Conducts Plan Check

The Planning Division receives the plans and checks them for compliance with 1) the final conditions imposed by the City Council, and 2) area, setback, maximum coverage and density requirements of the Zoning Ordinance. Assuming there are no problems, the Planning Division approves the plan, signs off on the Plan Check Approval form (Appendix F) and sends the plans to the Engineering Division.

D. Engineering Division Plan Check

The Engineering Division first determines whether or not the development requires a grading permit. If so, it checks the grading plan, collects the fee and issues the permit. It then checks the plans for adequate drainage provisions. Finally, it checks the plans for public improvements (e.g. streets, sidewalks, driveways, street trees). If work is required in a public right-of-way, Engineering will require filing of a Street Opening and Sidewalk Permit. Finally,

Engineering will sign off and send the plans to the North San Mateo County Sanitation District.

E. Sanitation District Plan Check

The Sanitation District checks the plans to determine the charge for connecting the development to the sewer system. They sign off and send the plans to the Water Division.

F. Water Division Plan Check

The Water Division first checks the plans by determining the number of water fixtures involved. It then calculates the amount of water service that such a number of fixtures will require. If substantial new service is needed (e.g. in a large subdivision), the Water Division will charge the developer for installation of a new main. Finally, it checks for new hydrants that might be required. The Water Division will then sign off and send the plans to the Fire Department.

G. Fire Department Plan Check

The Fire Department first double-checks to be sure that adequate hydrants and water mains have been taken care of. It then checks the Uniform Fire Code (Daly City Code, Chapter 12) for compliance with standards relating to:

- 1) smoke detection devices.
- 2) exit clearances.
- 3) fire escapes.
- 4) sprinkler systems.
- 5) street access.

Assuming there are no problems, the Fire Department will sign off and send the plans to the electrical division.

I. Building Division Completes the Building Permit Process

The plans now return to the Building Division. They have been checked by all affected city departments. The Building Division

then contacts the developer, who comes in to pay the Plan Check fee and Building Permit fee. Upon payment, the Building Permit is issued and the developer is free to begin construction.

J. Plumbing, Mechanical and Electrical Permits

Once the Building Permit has been issued, the developer may obtain the other three permits. The general contractor may obtain all of them upon payment of the appropriate fees and after filling out the applications. Alternatively, each one of the subcontractors may come in individually for the permits. In either case, the Electrical Permit is obtained from the Electrical Division while the Mechanical and Plumbing Permits are obtained from the Building Division. All of these permits are issued on an automatic basis upon payment of the fee along with filing of the application. Conformance with the various codes is assured through the subsequent inspections.

K. Inspections

The Building, Electrical and Public Works Divisions conduct a minimum of five and a maximum of ten inspections to assure conformance with the codes. In a minor project, the following minimum inspections will be conducted:

- 1) Foundation inspection (complete)
- 2) Framing inspection.
- 3) Plumbing, Electrical and Mechanical inspection.
- 4) Sheetrock inspection
- 5) Siding and Roofing inspection.

If a more substantial project is involved, ten inspections are conducted as follows:

- 1) Foundation inspection (complete).
- 2) Rough plumbing.

- 3) Structural steel or rough wood framing.
- 4) Gas/Water piping inspection.
- 5) Flues, vents, ducts inspection.
- 6) Electrical conduit and wiring inspection.
- 7) Floor sheathing inspection.
- 8) Interior wall sheathing or lath inspection.
- 9) Outdoor wall sheathing inspection.
- 10) Roof nailing inspection.

When the construction and inspection have all been completed, the developer comes to the Building Division where the project is assigned house numbers and a certificate of occupancy is issued.

L. Overview

Time frames were not presented in the foregoing discussion; however, information from the Chief Building Inspector indicated that the time span from Building Permit application until the time the Building Permit is actually issued is normally seven to thirty-five days. This, of course, includes the plan checks by all of the departments. Also the seven to thirty-five days indicates only staff turnaround time. If the developer delays with any information or is required to add supplemental material, the entire process will be slowed.

III. Redwood City

A. Applying for a Building Permit and Plan Check

The Developer normally is encouraged to have the architect check with the city for pre-application advice. At the time of application, the applicant must fill out the form for a Building Permit and, along with it, submit the following materials:

- 1) Two sets of plans (architectural and structural); such plans must include plot plans, foundation plans and floor plans.

- 2) A set of specifications and calculations supporting the plans.
- 3) Three sets of plans showing elevations, contours, driveway locations, drainage and sewer systems.
- 4) Soils reports, if required of the specific development.

B. Building Department Valuation and Plan Check

Assuming that the developer has all of the materials necessary for a complete application, the permit process is set into motion. First, the Building Department arrives at a valuation for the development; this is done by using a standard cost-per-square-foot formula. Next, the Plan Check fee (based upon the valuation) is collected before the Building Department will perform any services.

After receiving a complete application and the Plan Check fee, the Building Department immediately sends a set of plans to Planning to be checked. While the other city departments perform their plan checks, Building simultaneously checks its set of plans for conformance with the specifications of the Uniform Building Code.

C. Planning Division and Architectural Committee

When the Planning Division receives a set of plans, it must perform at least two tasks. First, it puts the application on the next available Architectural Committee agenda. The Architectural Committee is a design-review body made up of one Planning Commissioner and four other citizens appointed by the Planning Commission. Within one to two weeks the Architectural Committee will review the plans to assure that the plans meet the aesthetic and technical standards in Redwood City. It is very rare for an Architectural Permit to be denied; its issuance constitutes a check to prevent outrageous designs.

While the Architectural Committee is making its decision, the Planning Department checks the plans to be sure that 1) they conform

to the final conditions as imposed by the Planning Commission and City Council and 2) they conform with all zoning ordinance requirements such as setback, lot coverage, floor area etc. When the Planning Department has finished, it sends the plans on to Public Works and sends a memo to Building either giving its approval or comments as to what is wrong.

D. Public Works Department Conducts its Plan Check

The Public Works Department checks the plans with two items in mind. First, it checks to be sure that the final conditions, which are determined by planning approval and which deal with public works, have been complied with. Secondly, it checks in detail to be sure that adequate provisions have been made regarding drainage, storm systems, utility connections and driveway cuts. After its analysis, the Public Works Department sends a memo to Building giving its approval or comments and sends the plans on to the Fire Department.

E. Fire Department Conducts Plan Check

The Fire Department first double-checks to be sure that adequate hydrants and water mains have been provided. Secondly, it checks for compliance with minimum requirements in regard to smoke-detection devices, exit clearances, fire escapes and street access. Finally, Fire sends a memo of approval to Building and the plans are sent back to Building for a final check.

F. Building Department Completes the Building Permit Process

The Building Department is now in a position to complete the process. First, it rechecks all conditions and departments to be sure that each agency has fully checked the project for conformance with planning approval. If everything is satisfactory, the Building Permit will be issued immediately upon payment of the fee. If there is something unsatisfactory, the Building Department will send the de-

veloper detailed comments from the other agencies to show how the plans are deficient. Once the Building Permit has been issued the developer is free to begin construction.

G. Electrical and Plumbing-Mechanical Permits

Once a Building Permit issued, the developer may obtain the other two permits. The general contractor may obtain the permits all at once or may send the subcontractors in separately. These permits are issued automatically upon payment of the application fees. Code conformance is assured by subsequent inspection.

H. Inspections

The Building Department conducts a minimum of five inspections and -- in some cases more than five -- on each construction project. At least the following five will be conducted on each project:

- 1) Foundation inspection.
- 2) Rough plumbing and mechanical inspection.
- 3) Framing inspection.
- 4) Interior inspection.
- 5) Final inspection.

If a more substantial project is involved, several inspections will be added as follows:

- 1) Foundation inspection.
- 2) Rough plumbing inspection.
- 3) Rough mechanical inspection.
- 4) Framing inspection.
- 5) Rough electrical inspection.
- 6) Stucco, wire and lath inspection.
- 7) Insulation inspection.
- 8) Roof nailing inspection
- 9) Sheet rock nailing inspection.
- 10) Gas piping test.

11) Final mechanical plumbing and electrical inspection.

When construction and inspection have all been completed, the developer has the final inspection certified and the building may be occupied.

I. Overview

Time frames were not presented in the foregoing; however, interviews with the Building Official and representations made to the public indicate that the time from Building Permit application until actual issuance is normally one to three weeks. This, of course, included plan checks by all of the departments. It does not include time delays that might result if either the developer submits incomplete materials or if the developer has had to correct the plans.

IV. Foster City

The description of events is somewhat different in Foster City. Along with the normal plan-check procedure, we have included a fairly detailed description of how the developer must deal with Public Works to construct the public improvements (e.g. streets, sewers etc.) which are part of most large developments here. Although this description does not provide a basis for comparison with the other cities, it does give a sample description of the added problems encountered whenever public improvements are to be constructed along with buildings.

A. Building Department: Grading Permit

The first permit to be issued is the grading permit. It must be obtained before any of the others. This is convenient for the developer because grading is one of the first subjects handled by IDEC. In order to get a grading permit, the developer must come into the Building Department and have his grading plan okayed. This normally

happens soon after issuance of the use permit but could take place even beforehand. If the developer does grade prior to the issuance of the use permit he has done so at his own risk since final grading plans could be changed by the Planning Commission or the City Council. As we noted before, the grading permit is normally handled by Public Works, but Foster City delegates it to Building.

B. Public Works Department: Submittal of Improvement Plan by Developer

With the grading permit in hand along with the tentative map that was approved in connection with the use-permit application, the developer is ready to deal with the Public Works Department. The developer must submit an Improvement Plan to the Department along with the following items:

- 1) Tentative Map with streets, sewers, storms, water systems etc.
- 2) Grading Plan/Permit.
- 3) Hydrological and hydraulic calculations for storm drain systems.
- 4) Hydraulic calculations for sewer systems.
- 5) Hydraulic calculations for water systems.
- 6) Structural pavement designs.
- 7) Certification by independent soil engineer as to soil stability.
- 8) Total cost estimate of all improvements ("Improvements" include everything except the physical building).

Once the developer has submitted this Improvement Plan, he can expect to wait at least two weeks while the Public Works Department; a) checks the tentative map to be sure it conforms with all conditions and restrictions set forth in the use permit and b) checks the total cost estimate and comes up with the final estimated cost of improvements.

C. Public Works Department: Agreement for Improvement and
Recordation of Final Map

Once the Public Works Department has received a Final Map which conforms to all necessary conditions and an Improvement Plan the contents of which have yielded an accurate estimated cost of improvements, the developer may take the required steps to obtain official recording of the Final Map. First, Public Works drafts a resolution for the City Council which included the Final Map and an Agreement for Improvement. The Agreement for Improvement states that the City allows the developer to improve the property, subject to the following requirements:

- 1) Developer must pay 3% of the estimated cost of improvements as a fee for the privilege of developing land in Foster City. (Note: This 3% does not cover any kind of inspection; it is purely and simply a payment for the right to build and the funds go straight into the general funds of the city.)
- 2) Developer must supply the city with a performance bond in the amount of 115% of the estimated cost of improvements to assure that the improvements will be completed.
- 3) Developer must supply a labor-materials bond in the amount of 50% of the performance bond to assure labor and materials for the improvements.
- 4) Developer must pay the fee for either a Construction Permit (which is needed for improvement on private land as in the case of a planned development) or an Encroachment Permit (which is needed for hooking up to already existing facilities on public property as in the case of a subdivision). Both of these fees are based upon a schedule that represents

a percentage of the estimated cost of improvements. (Note: the fee for construction and Encroachment Permits are used by Public Works to cover the cost of on-the-job inspection of improvements below the ground, i.e. sewer, storm and water systems.)

- 5) Developer must pay an Inspection Fee which is based on a schedule of percentage of the estimated cost of improvements. (Note: The Inspection Fee is used by Public Works to cover the cost of on-the-job inspection of improvements above the ground, i.e. street work, curbs, gutters, sidewalks, monuments, landscaping etc.)

The resolution setting forth the Final Map and the Agreement for Improvement are set on the next City Council Agenda (the City Council meets on the first and third Mondays of each month). Thus, Council approval of the Agreement and Final Map will normally occur anywhere from two weeks (for the simplest subdivision) to several months (for a complex, planned development) after Public Works has made its determination of the estimated cost of improvements.

It is not until the developer has paid all of the fees, has posted all of the bonds, has received Encroachment or Construction Permit and the City Council has approved the Agreement for Improvement that the developer can begin work on the project.

After City Council approval, the City Clerk records the action and, normally, within one week sends the Final Map to the Clerk of the Board of Supervisors at the County who, in turn, sends the Final Map to the County Recorder's Office. By law, the Final Map must be transmitted to the county for recordation from the city. Finally, the county produces a mylar copy and a cloth print of the Final Map and sends them back to Foster City Public Works. Once the Final Map has

been officially recorded, the developer has finished his dealings with Public Works (except for inspections which will be discussed in a later section).

D. Building Department: Construction Plan Check and Permit Applications with Building Department

The Building Department's essential function relates to its four main permits (Building, Plumbing, Electrical and Mechanical) and the inspections that go along with them. These four permits control the actual structural and internal specifications of the development. The Building Department has reported very early in the planning process by participating in the IDEC meeting, at which point Building was merely reviewing overall design specifications to turn up obvious deficiencies. At this point, however, after the Use Permit has been issued, the developer must produce actual construction designs as worked up by the architects and engineers.

The developer will be working on his Improvement Plan for Public Works and his Construction Plan for Building pretty much concurrently. It should be noted; however, that the Building Department cannot issue even the first of its four permits (the Building Permit) until the Final Map has been officially recorded. In other words, the developer must complete all of his deals with both departments concurrently, but the priority will lie with his Improvement Plan for Public Works. This merely reflects practicality and common sense, since the developer cannot erect a building before he has completed the work on all of the subsurface development, i.e. sewer, storm and water systems handled by Public Works. Thus, the Building Department requirements cannot be fulfilled until after those of Public Works.

In any case, the developer comes into the Building Department with a full and detailed Construction Plan and hands them to a counter person. Building reviews the Construction Plan for a) a valuation (similar to the estimated cost of improvements done by Public Works), on which the Plan Check Fee and Building Permit Fee are based, and b) conformity to the Uniform Building Code, Uniform Plumbing Code, National Electric Code and the Uniform Mechanical Code (all embodied in Chapter 25 of the Municipal Code of the City of Foster City). The valuation and plan check can take anywhere from one day to several weeks, depending on the size and complexity of the project. After Building has finished, it notifies the developer either that the plans are okay or that corrections are needed. Once the Building Department has received a set of plans that comply with the various codes, it sends the plans to the Planning Department, where the plans are checked against the conditions and restrictions enumerated in the Use Permit. The Planning Department stamps the plans to indicate compliance and sends them back to Building, which, in turn, notifies the developer that the Construction Plan has been okayed.

At that point, the developer comes into the Building Department; pays the Plan Check Fee, the Building Permit Fee, the water and sewer connection fee; is issued the Building Permit; and can begin construction of the actual building. The developer begins construction and sends the electrical, plumbing and mechanical subcontractors in for the appropriate permits. In a normal residential development the Electrical, Plumbing and Mechanical Permits are issued immediately upon application and payment of fee. The construction plan has already been okayed, and the permit fees are used to cover the cost of the inspection which confirms that the mechanical, plumbing, and

electrical work all comply with the plans and the relevant code. From here, the construction of the development is pretty much routine, with inspection by both Building and Public Works.

E. Inspections

Both the Public Works Department and the Building Department have routine inspection at the construction sites. In each case, the permit fee is meant to cover the cost of inspection and assure compliance. Each department has a system whereby an inspection card is kept on the job for department personnel to record official action. In addition, records are kept in the office in files that contain permit applications and approved plans.

The Public Works has approximately nine separate inspections which may be enumerated as follow:

- 1) Sewer system.
- 2) Storm drain system.
- 3) Water systems.
- 4) Street work.
- 5) Curb, gutter, sidewalks.
- 6) Street lighting.
- 7) Monuments.
- 8) Landscaping Improvements.
- 9) Grading and excavation.

As was noted earlier, the Construction Permit Fee pays for inspections 1 - 3, while the Inspection Fee pays for inspections 4 - 9.

The Building Department has its own separate inspections which may be enumerated as follow:

- 1) Rough plumbing inspection -- occurs when pipes are in the ground but before the foundation has been poured.

- 2) Foundation inspection.
- 3) Wood Floor joist inspection - heating and plumbing ducts underneath wood floor are inspected.
- 4) Plumbing top-out inspection - occurs after superstructure is up but before walls are in to determine pipe leaks.
- 5) Frame inspection - occurs just before interior of walls are covered.
- 6) Lath inspection - electrical inspection of wiring; mechanical inspection of heat ducts and flue clearances.
- 7) Sheet rock inspection - to check nailing of sheet rock to be sure it is secured properly.
- 8) Gas line inspection - to assure no leakage.
- 9) Final inspection - check furnace hookups, furnace room, electrical plugs, plumbing fixture trappings, special burglary latches, proper grading for runoff.

V. Summary and Conclusions

The entire process of obtaining the necessary permits to construct the development is fairly straightforward. It involves mainly checking plans to assure that they conform to set codes and conditions. The required period is not as time consuming as is the policy making stage, during which time the project was given planning approval.

The time needed in the four cities to do the main plan-checking process was fairly comparable. The average time seemed to be somewhere between ten and thirty days (San Mateo, ten - thirty; Daly City, seven to thirty-five; Redwood City, seven to twenty-one; Foster City, seven - twenty-eight). This time period includes detailed plan checks by every major city department, bonding and fee payment.

In the final analysis, therefore, it seems as though there is much less room for improvement here than that which we observed in the planning process. These permit applications seem to flow fairly automatically through the process. In contrast to the delays we observed in much of the planning process, this process of code checking is completed very adequately by all four cities.

Additionally, two cities have given consideration to consolidating the plan-checking functions of the Fire and Building Departments. Some potential for cost-reduction exists here, in that the two processes are essentially similar. Therefore, cross-training one group of personnel to accomplish both responsibilities would be an excellent first step in further expediting this process.

Chapter 7 - Case Studies in the Four Cities

We have spent quite a bit of time and space describing the planning and permit processes in the four cities. The description of the entire process was written on the basis of interviews with Planning and Building personnel. It is important that this process be understood by both developers and laymen. In order to see exactly how it works, we have constructed theoretical time periods for each step in the process.

Now we will view the entire process through specific development applications. We spent substantial amounts of time in each city working through actual development files to pick out specific dates in order to compare actual times with the theoretical times which were obtained in our interviews. In each city, we chose, with the aid of staff, five to ten projects which were indicative of the major kinds of residential development in the particular city. From the case files, we constructed "case chronologies" which give crucial dates for each file. These are contained in Appendix G (G-1, Foster City; G-2, San Mateo; G-3, Daly City; G-4, Redwood City).

A few explanations are also in order before we begin the analysis. First, it is evident from viewing the case chronologies that no dates are given for the issuance of permits from the Building Department. These are omitted because it appeared from the interviews and from our analysis that such permits are issued on a routine basis upon compliance with set codes and, as such, flow in a very orderly fashion through the rest of the process. That is to say, the permit process is less crucial to the developer than is the far-more time-consuming planning process.

Second, it is difficult for these chronologies to provide a valid basis for comparisons between cities because different kinds of projects were analyzed in each city, which created too many variables which could not be held constant. That is, each city has a distinct process which is hard to compare quantitatively with the others; however, it is possible to compare the processes generally, which we have done and will continue to do. To attempt to place wholly different processes on a time-line-type of basis would be extremely difficult.

Finally, we will be examining the case chronologies in two separate stages:

State 1 - The period from the time the developer has submitted his application until the first official decision-making body opens its meetings (BOZA in San Mateo and the Planning Commission in the other three cities).

Stage 2 - The period from the time the official body has opened hearings until a final decision is reached.

These two stages are both crucial since the first represents the major period for environmental and general-staff work, while the second represents the major policy-making period.

1. Foster City

We spent an entire day going through Foster City's Planning and Public Works files to obtain dates for major checkpoints through the process. We chose five particular projects which spanned the past two years. The projects are large developments ranging from 30 townhouses to 206 single-family homes. These were chosen because these developments most accurately reflect the common kind of development in Foster City.

Two crucial steps in the process are not noted in the chronologies: the completion of the Planning Department Staff Report and the IDEC meeting. These dates are not included because they are not noted in the Foster City Planning files. The omission is not crucial; however, because the dates may be very closely estimated. Both the IDEC meeting and the Planning Staff Report occur after the Use Permit Application has been filed but before Planning Commission opens public hearings. It should be noted that we originally meant to survey more than five cases, but file-digging proved far more revealing than we had thought so we deemed these five major projects to be sufficient.

Stage 1 - The Planning Department Staff and IDEC

Referring back to the description of the processes in the Planning Department, it was asserted by Foster City personnel that the entire process from submittal of the Use Permit Application to opening of the public hearing before the Planning Commission should consume only 21 days. Remember that the ideal 21 days could be made a bit longer by the meeting schedule of the Planning Commission, which only meets in regular session on the first and third Thursdays of each month. Thus, sometimes the meeting schedule might make the ideal 21-day-turnover more like 28 or 30 days. During those 21 days the following activities occur:

- 1) IDEC meeting.
- 2) Environmental Assessment by Planning Director.
- 3) Planning Department Staff Report completed.
- 4) Public notification of Planning Commission hearing.

The following chart shows the individual dates for the five cases

and how many days actually elapsed from time of Use Permit Application until public hearings were opened. (Note: One month is computed as 30 days).

<u>PROJECT</u>	<u>DATE OF USE PERMIT APPLICATION</u>	<u>OPENING OF PC HEARING</u>	<u># OF DAYS</u>
Whaler's Cove	Dec. 31, 1975	Jan. 22, 1976	22
Dolphin Bay	May 19, 1976	June 17, 1976	28
	March 17, 1977	April 7, 1977	21
Plum Island	May 12, 1976	June 10, 1976	28
Longwater	July 7, 1976	Aug. 19, 1976	42
Carmel Village II	June 1, 1976	June 17, 1976	16

First off, it should be noted that the Dolphin Bay development involved two Use Permits, thus the double entry. This occurred because the original Use Permit Application envisioned a planned-unit development which the Planning Commission and City Attorney determined did not fit into the single-family zone under the zoning ordinance. Thus, a second Use Permit Application was filed about nine months after the first for single-family homes.

A glance at the "Number of Days" column shows that every one except Longwater fits the 21 to 28 day schedule. A glance at the Longwater file indicates that the project had a particularly difficult Environmental Assessment, which consumed close to two weeks. Aside from that one anomaly, it appears that the Planning Department does an excellent staff job. It organizes IDEC, completes an Environmental Assessment and Staff Report, and notifies the public within its target times.

Stage 2 - Planning Commission Consideration of the Use Permit

This is the crucial public and policy-making stage, where the Planning Commission hears the Staff report, the developer's presen-

tation and then hashes out the merits of the application. The following chart gives the relevant dates for the opening of public hearings, the approval or denial of the Use Permit and the number of days elapsed.

<u>PROJECT</u>	<u>OPENING PUBLIC HEARING</u>	<u>APPROVAL/DENIAL USE PERMIT</u>	<u># OF DAYS</u>
Whaler's Cove	Jan. 22, 1976	March 18, 1976	56
Dolphin Bay	June 17, 1976	Jan.20, 1977	213
	April 7, 1977	May 5, 1977	28
Plum Island	June 10, 1976	Oct. 7, 1976	117
Longwater	Aug. 19, 1976	Sept. 16, 1976	27
Carmel Village II	June 1, 1976	June 17, 1976	16

It is evident that there is great disparity in elapsed time for Planning Commission consideration. No real pattern emerges. Whaler's Cove, a 206 single-family-home development only took 56 days to approve, while Dolphin Bay and Plum Island took substantially longer. It should also be noted that the second Dolphin Bay Use Permit, Longwater and Carmel Village II were all given final action in a period of one month.

Individual explanations may be given. In the case of Dolphin Bay, a very sticky legal problem emerged. Although both the Planning Department and the Planning Commission were favorable towards the project, a planned-unit development, the City Attorney and Planning Department Staff finally determined that the property was zoned only for single-family homes. To rezone, the City Council would have to amend the entire General Plan of the City. Thus, the Planning Commission finally denied the planned-development Use Permit after over seven months of deliberation. In the case of Plum Island, the Use Permit Application took 117 days because the Planning Commission

denied the Use Permit at their original June 10, meeting. The developer got that denial reversed 39 days later by the City Council, which remanded that the case go to the Planning Commission for details. The Planning Commission took an additional 78 days to approve the Use Permit.

This stage seems to be the longest delay in the process and results from Foster City's stance as a "totally planned community". The Planning Commission uses its unique position to look at every last detail of the developer's plan, right down to the color each house will be painted and the way a given roof will fit visually with the rest of the horizon. Of course, the Planning Commission may in its discretion view even the most minute detail of a proposal under its mandate to protect the "health, safety, morals, comfort and general welfare" of the city in granting Use Permits (Foster City Municipal Code Section 17.72.030). Thus given the zoning ordinance and its very general language -- and such language is common to most zoning ordinances -- the decision as to what details should be analyzed is a policy-decision to be made by the Planning Commission and, ultimately, by the City Council. The Public Works and Building Departments generally operate more quickly because they are dealing with very concrete standards for the purpose of making a safe, sound structure.

The delays occur not only in the consideration of the Use Permit Application, but also later on. Since the Use Permit is approved with expressed conditions, the developer must continually come back to the Planning Commission after issuance of the Use Permit to show that he has satisfied various conditions. He must satisfy all such conditions before the Building Department may issue the Building Permit. The developer may go ahead with grading and public works

improvements, but no actual structure may go up until the developer has satisfied the conditions. A quick glance at the case chronologies will show how extensive such satisfaction of conditions may be.

The Planning Director and Staff vigorously defend such extensive regulation by the Planning Commission. This system, they argue, assures that no development will impinge upon the rights and privileges of the other citizens of the city and that Foster City will have truly planned and ordered growth. This assertion, of course, raises the age-old dilemma of when regulation for the sake of the general welfare becomes too onerous to those being regulated.

II. San Mateo

At the outset, it is evident from the case chronologies that the kind of development we are analyzing in San Mateo is substantially different than the kind we viewed in Foster City. While in Foster City we analyzed fairly large projects and planned-developments, in San Mateo we are analyzing mostly smaller developments -- such as apartment units and condominium conversions (converted from apartments). The reason for this difference is that San Mateo is almost completely developed already; therefore, most of its development occurs in the smaller projects rather than in the larger projects that dominate most of Foster City's development. Nevertheless, a few very large projects are included in our San Mateo case review.

State 1 - Environmental Review and Staff Work

Referring back to the description of the planning process, it was asserted by San Mateo personnel that the time from completion of the application until BOZA meets will be a maximum of five weeks (35 days). Most projects, of course, will require far less than 35 days. It should be noted that the ideal five weeks could become six weeks if the deadline for BOZA agenda items passes just before the environ-

mental assessment is completed. In any case, the five weeks is a maximum because one week may be needed to make the determination as to which environmental document is needed; two weeks may be needed to prepare the environmental document (assuming it is a negative declaration -- less time is needed for a categorical exemption while substantially more is needed for full Environmental Impact Report); and two weeks may be needed to give proper notice and to allow staff work to be done in preparation for the BOZA meeting. Thus, during the 35 days, the following tasks are performed:

- 1) Determination is made as to which environmental document is needed.
- 2) Environmental document (usually a negative declaration) is prepared.
- 3) Departments prepare conditions to be imposed at BOZA meeting.
- 4) Notice goes out to property owners within 300 feet telling them that there is an environmental document on file about the proposed project.

The following chart shows the individual dates for the ten developments from the time of complete application to the time of the BOZA meeting (Note: one month is computed as 30 days).

<u>PROJECT</u>	<u>DATE OF APPLICATION</u>	<u>BOZA HEARING</u>	<u># OF DAYS</u>
1) 602-606 So. El Dorado	Dec. 19, 1977	Jan. 6, 1978	17
2) 149 W. Twenty-Fourth	Oct. 6, 1977	Oct. 18, 1977	12
3) 701 Highland	Sept. 2, 1977	Sept. 27, 1977	25
4) 412 Grand	Jan. 20, 1977	Feb. 14, 1977	24
5) 153-177 No. El Camino	Dec. 13 1977	Dec. 27, 1977	14

Cont. <u>PROJECT</u>	<u>DATE OF APPLICATION</u>	<u>BOZA HEARING</u>	<u># OF DAYS</u>
6) 1919 & 2001 Alameda	Oct. 26, 1977	Nov. 1, 1977	6
7) 50-52 Ninth Ave.	Jan. 17, 1978	Jan. 31, 1978	14
8) De Anza Hts.	Nov. 19, 1974	Dec. 10, 1974	21
9) 36 W. Third	May 13, 1977	Sept. 13, 1977	120
10) Laguna Vista	June 22, 1976	Aug. 3, 1976	42

An examination of the "Number of Days" column shows that, of the ten projects, nine fall within the five - six week maximum set forth by personnel. Only #9 took more time and it took 120 days. #9 required four months because a full EIR was being drafted and because the developer submitted a new design in the middle of the process. At the other end of the specturum, #5 and #6 resulted in a BOZA hearing less than two weeks after completion of the application; these cases occurred so quickly because they resulted in categorical exemptions instead of negative declarations. Thus, with one notable exception, the staff assertion that review of the application, scheduling and notice are all completed in order to allow the BOZA meeting to occur within six weeks of the time of application seems accurate.

Stage 2 - Official Consideration by BOZA, the Planning Commission and the City Council

This is the crucial policy-making stage where the three planning bodies make their decisions about planning approval. The period we are talking about runs from the time BOZA opens its hearings until final approval is given by BOZA, the Planning Commission or City Council -- depending on which one is empowered to do so for the particular project. The following chart gives the relevant dates

for opening of the BOZA hearing, final planning decision and the number of days required for approval. It should be noted that the number of days reflects the waiting period between BOZA, the Planning Commission and the City Council.

<u>PROJECT</u>	<u>OPENING OF BOZA HEARING</u>	<u>FINAL DECISION</u>	<u># OF DAYS</u>
1)	Jan. 6, 1978	Jan.6, 1978	0
2)	Oct. 18, 1977	Oct. 18, 1977	0
3)	Sept. 27, 1977	Oct. 25, 1977	28
4)	Feb. 14, 1977	Feb. 14, 1977	0
5)	Dec. 27, 1977	Dec. 27, 1977	0
6)	Nov. 1, 1977	Nov. 28, 1977	27
7)	Jan. 31, 1978	Jan. 31, 1978	0
8)	June 24, 1978	Sept. 15, 1978	82
9)	Sept. 13, 1977	Dec. 19, 1977	96
10)	Aug. 3, 1976	Dec. 20, 1976	137

An examination of the "Number of Days" column seems a bit confusing at first. Projects #1 through #7 were all decided upon within a month, with five of seven being decided at a single BOZA meeting. Yet projects #8 through #10 all took over 80 days -- up to a maximum of 137 days. The explanation is that Projects #8 through #10 are the large planned developments similar to Foster City's, while Projects #1 through #7 describe a small number of apartment units or condominium conversions. The latter were all decided in a single BOZA meeting, with the exception of #3 (which required a BOZA continuance for a minor redesign and, thus, took 28 days) and #6 (which required Planning Commission approval and, thus, took 27 days).

The reader will note that Projects #1 through #7 are not easily compared with Projects #8 through #10; it would be like comparing apples and oranges. What should be pointed out; however, is that San Mateo has a well-organized hierarchal structure to give planning approval to different types of projects. The smaller projects (e.g. apartments and condominium conversions) may be decided by BOZA alone and, in fact, five of the seven surveyed were all decided at their first BOZA meeting. These same small projects in Foster City, for example, would have to be decided upon by the Planning Commission and could have taken substantially longer. No data is available for comparison; however, because we focused on the larger projects in Foster City.

The larger projects in San Mateo (i.e. Projects #8 through #10) were very similar to the type we studied in Foster City. As can be seen for those three projects, it took 82, 96 and 137 days respectively from the time BOZA opened its hearing until the time City Council finally approved such planned developments. The 103-day average for those three projects is slightly higher than is the 85-day average for the five projects in Foster City (see Foster City Case Study Memorandum). Yet, San Mateo's process appears to be not only more efficient but also more complete. The reason lies in the fact that the total number of days indicated in the San Mateo figures is different from Foster City figures in two important respects:

- 1) The San Mateo process included separate reviews by three different bodies for these large projects (i.e. BOZA, Planning Commission and City Council) while the Foster City Process includes review by only one body (i.e. the Planning Commission).
- 2) The San Mateo totals include necessary waiting periods be-

tween the three bodies, while the Foster City totals become large by virtue of multiple continuances in the Planning Commission.

As it is in Foster City, this stage is the crucial one in San Mateo. Although they are difficult to compare San Mateo appears to have a more rational and efficient process than that which is to be seen in Foster City. As you may recall, Foster City is a "totally planned community". They do have IDEC, which is identical to BOZA in composition and looks at every development application. However, IDEC, unlike BOZA, has no formal decision-making authority; it only advises the Planning Commission. In other words, every application in Foster City -- no matter how small or inconsequential -- must go to the Planning Commission. This device gives the Commission total planning authority and allows Foster City to exercise very strict control over development since planning is completely centralized in one official body. Moreover, by enunciated policy, Foster City regulates every last detail of each application, right down to the color of each house. As was indicated in the Foster City Memorandum, this policy of extensive regulation is vigorously defended by the City as a way to protect the rights of every Foster City resident and guarantee truly planned and ordered growth.

San Mateo, on the other hand, decentralizes its decision-making. As reviewed earlier, the San Mateo process provides for a hierarchy of decentralized decision-making whereby smaller applications for more complicated and irregular proposals go to the Planning Commission and the large special and planned developments go all the way to the City Council.

III. Daly City

In the case of Daly City, interviews indicated that major development was centered around two specific kinds of projects: 1) the infill subdivisions that are generally of limited scope, and 2) the Planned Development of larger scope. These kinds of developments are slightly different from those analyzed in Foster City and San Mateo, but there is still a substantial basis for comparison. Also, it should be noted that, of the eight cases inspected, only one is a Planned Development. The reason for this difference is that very few large Planned Developments have been erected in the past several years. Many more are being proposed presently but this one was the only recent Planned Development (in the opinion of staff) which accurately represented the process. Of the seven infill subdivisions examined, three are a bit larger than normal (135, 131 and 123 units, respectively). However, we were assured that these still accurately reflect the subdivision process, their larger scope notwithstanding.

Stage 1 - Environmental Review and Staff Work

Referring back to the description of the planning process, it was asserted by Daly City staff members that this time period would vary depending on whether or not a full EIR is to be required. If a full EIR is required, the Planning Commission, it was claimed by staff, will open public hearings within 11 to 14 weeks (77 to 98 days) after submittal of the environmental information. On the other hand, if no EIR is required (i.e. a Categorical Exemption or a Negative Declaration is issued), then the Planning Commission will open its hearings within four to seven weeks (28 to 49 days). During these time periods, the following tasks are performed:

- 1) Determination as to which environmental document is required.
- 2) Negative Declaration or full EIR is prepared.
- 3) If full EIR is required, it is circulated to all affected agencies.
- 4) Planning Staff prepares recommendations for the Planning Commission.
- 5) Item is placed on Planning Commission agenda.
- 6) Notice is published at least 10 days prior to the public hearings.

The following chart shows the relevant dates and time periods for each of the eight projects surveyed. All but the last are in-fill subdivisions and the last is a Planned Development.

<u>PROJECT</u>	<u>DATE OF APPLICATION</u>	<u>PLANNING COMMISSION HEARING OPENS</u>	<u># OF DAYS</u>
1) Ravilla Court	April 1, 1976	May 11, 1976	40
2) 89th & Sullivan	Sept. 27, 1976	Nov. 9, 1976	42
3) Lakeview Park	Oct. 22, 1976	Nov. 9, 1976	18
4) Midway Village	June 6, 1975	Aug. 12, 1975	66
5) Cypress Point	Sept. 2, 1977	Nov. 8, 1977	66
6) Serramonte Unit #21	Feb. 4, 1977	April 12, 1977	68
7) Southgate & Cerro	July 20, 1976	Sept. 14, 1976	54
8) Village Serramonte	May 16, 1973	June 12, 1973	28

It should be noted that projects #1 through #4 did not require full EIRs, while projects #5 through #8 did. Thus, projects #1 through #4 should show time periods between 28 and 49 days, while projects #5 through #8 would show time periods between 77 and 98 days.

An examination of the projects which did not require EIRs shows that three of the four fit well within the 28 to 49-day theoretical

time period outlined above. Project #4 required 66 days -- several weeks longer than the theoretical time. An examination of the file revealed that this project took an inordinate period of time because the Fire Department had serious objections to the developer's original plans. As a result, several weeks were spent by the developer in revising the plans to conform with necessary fire provisions.

Projects #5 through # 8 did require full EIRs. An examination of the "Number of Days" column shows that all four are well under the 77 to 98 day theoretical time with figures of 66, 68, 54 and 28 days, respectively. This is explainable through a detailed analysis of the Individual Case Chronologies. It immediately becomes apparent that, with these projects, crucial time was saved by preparing the full EIR quickly. The chronologies show that in each case the report was completed in two to three weeks instead of in the full month that is suggested in the Planning Memorandum. In addition, circulation of the EIR to affected city departments for their comments was also accomplished very efficiently. The Planning Memorandum related a full month for circulation, followed by a two to five week waiting period after the item has been put on the agenda. However, it appears from the chronologies that Daly City combines those two steps; i.e. the item is placed on the agenda during the circulation of the EIR instead of after the circulation has been fully executed. Thus, with these two effective methods, Daly City cuts its pre-Planning-Commission-processing time by several crucial weeks, i.e. the average time for these four projects is 54 days instead of the 77 to 98 which we hypothesized.

Strong evidence of good planning and efficient operation is reflected by the figure of 28 days in the case of Project #10. To complete the environmental work and staff recommendation and

get the project to the Planning Commission in 28 days is both surprising and gratifying. It should be noted; however, that the first Planning Commission hearing in such Planned Developments is only for the purpose of approving the project "in concept", so that much of the work reflected by the higher figures on the other projects is completed after the Planning Commission has opened hearings in the case of a Planned Development. Even without that 28-day figure averaged in, the other three projects are well below the theoretical 77 to 98 day time period.

It appears that the Case Chronologies solidly support our earlier analysis with regard to the stage prior to the Planning Commission. Projects that do not require an EIR fall well within the 28 to 49 day period related earlier. Projects that do require EIRs went through well under the 77 to 98 day period set forth in the Planning Memorandum.

Stage 2 - Official Consideration by the Planning Commission and the City Council

This is the crucial policy-making stage, where the Planning Commission and the City Council make their decisions about planning approval. The period of time we are talking about runs from the time the Planning Commission opens its hearings until the City Council gives final approval to the project. There are two points to be noted here: in the case of the infill subdivision we will consider only the period involved with the Tentative Subdivision Map, since the Final Map normally goes through routinely following approval of a Tentative Map; and all applications must go all the way to the City Council in Daly City.

The following chart gives the relevant dates for opening of Planning Commission hearings, final approval by City Council and total number of days required:

<u>PROJECT</u>	<u>PLANNING COMMISSION HEARINGS</u>	<u>FINAL CITY COUNCIL DECISION</u>	<u># OF DAYS</u>
1) Ravilla Court	April 13, 1976	May 24, 1976	41
2) 89th & Sullivan	Nov. 9, 1976	Nov. 29, 1976	20
3) Lakeview Park	Nov. 9, 1976	Dec. 27, 1976	48
4) Midway Village	Aug. 12, 1975	Aug. 26, 1975	14
5) Cypress Point	Nov. 8, 1977	Dec. 12, 1977	34
6) Serramonte Unit 21	April 12, 1977	May 9, 1977	27
7) Southgate & Cerro	Sept. 14, 1976	Sept. 27, 1976	13
8) Village Serramonte	June 12, 1973	Aug. 27, 1973	75

The infill subdivisions are reflected by Projects #1 through #7. Referring back to the Planning Memorandum, it was asserted by staff that approval by the Planning Commission and City Council should take no longer than two to four weeks. An examination of the "Number of Days" column shows that four of the seven infill subdivisions fell within those limits, while three exceeded the limits. Of the three that required more than 28 days, two involved continuances by the Planning Commission, while one unexplainably required six weeks to get from Planning Commission approval to the City Council. All in all; however, the infill subdivisions reflect support for the process as outlined before and most of them received final action within 28 days of the time the Planning Commission opened public hearings.

In the case of Planned Developments, staff asserted that, from the time public hearings have begun until final approval is given, should be about nine weeks or 63 days. A glance at Project #8, our

one Planned Development, indicates that it took 75 days to reach final action. It should be noted that in this case that we considered only the time which passed before the City Council approved the project and rezoned the property; i.e. it did not reflect the time needed to approve subsequent Tentative Subdivision Map (20 added days). The reason for this approach is that the developer may apply for Planned Development approval and the Tentative Map at the same time. In this case, since he did not, the added time needed to approve the Tentative Map was the fault of the developer and not the city. Subsequent checks with staff indicate that, normally, the developer submits an application for Planned Development approval and a Tentative Map simultaneously so that they will be considered together.

Comparisons of the previous projects with Foster City and San Mateo are difficult. In regard to the smaller infill subdivisions comparison is only possible with San Mateo since Foster City included only large, Planned Developments. Daly City is considerably slower at processing the small infill subdivision than is San Mateo. Whereas San Mateo's case files show an average of eight days for final action on similar projects, Daly City cases show an average of just over 28 days. Whereas five of the seven similar projects in San Mateo were decided at a single meeting (i.e. one day for official action), Daly City required a minimum of two weeks, and two projects took over six weeks.

The difference, of course, is that San Mateo has a hierarchal system whereby smaller projects may be decided by the Board of Zoning Adjustment without going to the Planning Commission or City Council. Daly City, on the other hand, requires that these applications go not only to the Planning Commission but also to the City

Council. Thus, each small subdivision will need approval by the Planning Commission and will wait a minimum of two weeks for the next Council meeting. Any continuance in either body, of course, will inflate the decision-making period from the minimum of two weeks to as many as seven weeks, at least in the cases we looked at.

Planned Developments are a different case altogether. The one Planned Development that we analyzed in Daly City took 75 days to reach final decision from the time public hearings opened. That figure is lower than are the figures in both Foster City and San Mateo for similar projects. San Mateo projects of a similar nature required an average of 103 days to reach final decision, while those in Foster City required an average of 85 days. While one project does not constitute a sample, the 75-day figure is an impressive one. In addition, Daly City has an imaginative three-step process (which may be consolidated to two at the option of the developer), whereby the Planning Commission and City Council first approve the development in concept and later approve the specific plans and tentative maps. Although different in form, this process is similar in substance to the three-step consideration process (BOZA, Planning Commission and City Council) used by San Mateo.

To a large extent, the analysis of the case files confirms what was described in the earlier memoranda for Daly City. Process times for small, infill type projects are longer here than they are in other cities because all applications must go to City Council. On the other hand, process times for larger, planned developments compare very favorably with those of the other cities, and moreover,

the several approval stages required of planned developments by the zoning ordinance constitute an imaginative approach to special problems.

IV. Redwood City

As was done in the other cities, an attempt was made to analyze those types of projects which most accurately reflect the major development in the city. Redwood City presently holds the posture of discouraging residential development. Interviews indicated that most residential development was centered around two specific kinds of projects: 1) the infill subdivisions that are generally of limited scope and 2) the Planned Development of larger scope. We examined five infill subdivisions and four planned developments.

We encountered in Redwood City a unique problem in analysis. Most development applications that we examined really involved several applications in one. In the case of a planned development, the developer must obtain review of the EIR, review of the Planned Development Permit itself and review of the Tentative Subdivision Map eventually dividing up ownership of the property. Likewise, in the case of an infill subdivision, the developer must obtain review of the Negative Declaration or EIR and also of the Tentative Subdivision Map. In the other three cities, these "mini-applications" were all handled as one large application and were decided upon as a package. It turns out that the very same route is open to developers in Redwood City but is not normally followed.

In other words, most developers in Redwood City choose to proceed step-by-step. First, they will allow the environmental document to be approved by the Planning Commission; only after approval will the developer file the subsequent application for a Planned Development Permit or Tentative Map. This action means that, in the case

of a Planned Development, the developer might go through three separate planning stages before the project is totally approved. When asked why a developer would take a route requiring more time, staff supplied the answer. All fees in Redwood City are nonrefundable so that the developer would rather wait to submit each stage until the previous stage has been approved.

This aspect presents a unique problem of analysis. Since the project may go to the Planning Commission three separate times (each time requiring more staff work and waiting period), should we use all three periods to indicate staff time? Or, in the alternative, is it the developer's choice, in which case we should only consider the first time the project went to the Commission? We have decided to count all three times, since this sequence seems to happen regularly in Redwood City as opposed to other cities. These separate waiting periods are reflected as part of the process in Redwood City.

Stage 1 - Environmental Review and Staff Work

Referring back to the description of the planning process, it was asserted by Redwood City staff that this time period will vary depending on whether or not a full EIR is required. If only a Negative Declaration is required, staff related, the Planning Commission will open hearings two to four weeks following application. If a full EIR is required; however, it will take $2\frac{1}{2}$ to four months from time of application until the opening of public hearings. During these time periods, the following tasks are performed:

- 1) Determination is made as to which environmental document is needed.
- 2) Environmental document is prepared.
- 3) If a full EIR is needed, it is circulated to the affected agencies.

- 4) Plan Review Committee meets and discusses the project.
- 5) Staff report is prepared showing essence of LAC meeting.
- 6) Notice is published at least ten days prior to public hearings before the Planning Commission.

The following chart shows the relevant dates and time periods for each of the projects surveyed. When processed in separate stages, we have included the dates for each stage, with an abbreviation to indicate whether that stage involved a Negative Declaration, EIR, Tentative Map or Planned Development Permit.

<u>PROJECT</u>	<u>DATE OF APPLICATION</u>	<u>PLANNING COMMISSION / OF OPEN HEARINGS</u>	<u>DAYS</u>
1) 3120 Goodwin Ave.			
a. EIR	March 2, 1976	April 6, 1976	34
b. TM	July 2, 1976	Aug. 17, 1976	45
		Total	79
2) 1720 Valota Rd.			
a. EIR	Feb. 24, 1977	May 3, 1977	70
b. TM	Dec. 12, 1977	Jan. 3, 1978	21 -
		Total	91
3) Doris Subdivision			
a. EIR	Dec. 10, 1976	Jan. 18, 1977	28
b. TM	April 5, 1977	May 3, 1977	28
		Total	56
4) 1792 Valota Rd.	July 14, 1975	Aug. 19, 1975	35
5) 1562 Valota Rd.			
a. EIR	Sept. 30, 1976	Oct. 27, 1976	28
b. TM	May 15, 1977	June 7, 1977	22
		Total	50
Courtyard Homes			
6) Redwood Shores			
a. EIR*			
b. PDF	Aug. 7, 1975	Oct. 7, 1975	60
7) 104 Central Ave.			
a. EIR	Nov. 15, 1976	Dec. 7, 1976	22
b. PDP	Feb. 1, 1978	March 7, 1978	36
		Total	58
8) Redwood Shores Condos			
a. EIR*			
b. PDP	Jan. 21, 1977	Mar. 1, 1977	40
c. TM	June 14, 1977	July 19, 1977	35
		Total	75

9) Leahy Terrace

a. ND	March 22, 1977	April 19, 1977	27
b. PDP & TM	April 19, 1977	May 3, 1977	14
		Total	<u>41</u>

It should be noted first that projects #4 and #9 were the only ones which did not require full EIRs. In addition, it should be noted that, although projects #6 and #8 did require full EIRs, the time required for the EIR review is not included because these projects were covered by a master EIR done on the entire Redwood Peninsula area. That EIR took approximately 13 months to be completed and approved, and we thought that statistic would skew the rest. Thus, it will not be included. For the purposes of this discussion, projects #4, #6, #8 and #9 will be considered not to involve full EIRs.

Frankly, we find the data very confusing. Those projects which did not involve EIRs should have reached the Planning Commission two to four weeks after application. Yet not one of those did reach the Commission within four weeks if considerations are made for the "mini applications". Project #9, when broken down into its EIR and Tentative Map components had each part reach the Commission within four weeks. (27 days and 14 days, respectively.) Projects #4 and #8 required 60 to 40 days, respectively, for their Planned Development Permits to reach the Commission. Thus, of the six separate elements within projects not requiring EIRs that should have reached the Planning Commission within 28, only two did.

The data concerning projects which did require full EIRs is even more confusing. Of the five projects which did involve EIRs, three of them are far under the 75 to 120 days which staff asserted was required of such projects. (#3 - 56 days; #5 - 50 days; #7 - 58

days). Moreover, when the Tentative Map applications are extracted from those projects, it becomes evident that all of the projects went through the entire EIR process to the Planning Commission in under 28 days, when they should have taken a minimum of 75 days. Projects #1 (79 days) and #2 (91 days) did fall within the theoretical time period, but, again, when the Tentative Map applications are extracted, we see that the EIR was completed in far less time than staff asserted.

We are at somewhat of a loss as to how to analyze all of this material. Unlike the other cities, Redwood City's case files do not really jibe with the interviews. A fairly consistent pattern emerges, however. Those four projects where an EIR was not involved (#4, #6, #8, #9) took an average of about 50 days to reach the Commission (adding up the combined applications), while those that did involve EIRs took about 65 days. The figures make even more sense when broken down not by project but by specific type of applications. That is, all of the Tentative Map applications (Projects #1, #2, 3, 4, 5, 8 and 9) took between 14 and 45 days and show an average of 28 days, the upper limit asserted by staff. The Planned Development Permit applications (Projects #6, 7, 8 and 9) took from 14 to 60 days, for an average of 38 days. Finally, the EIR applications (Projects #1, 2, 3, 5 and 7) took from 22 to 70 days, for an average of 36 days.

Viewed in this light, the figures make much more sense. The process seems very regular when broken down into its component parts, but when added together, it becomes very unclear as to how long any single entire project will take to reach the Planning Commission. This is explained by the fact that Redwood City's process focuses on the individual type of application instead of on an entire project.

Stage 2 -- Official Consideration by the Planning Commission and the City Council.

This is the crucial policy-making stage where the two planning bodies make their decisions. Recall from the Planning Chapter that each of the two bodies has different decision-making authority. For purposes of this discussion it is important to remember that the Planning Commission has final authority to certify the environmental document as correct and to approve Tentative Subdivision Maps (unless the particular map involves exceptions to the Subdivision Ordinance, in which case the City Council decides on the Tentative Map). In turn, the City Council has final authority over Planned Development Permits.

The period we are analyzing here runs from the time the Planning Commission opened public hearings until final approval was given to the project. Again, we must face the analytical problem of how to evaluate the project when the applications for various parts of the project are processed separately. As in Stage 1, we had counted the times from opening of hearings to final decision for each sub-part, but we had not counted the time between final decision on one part until application for the next. The following chart gives the relevant dates for the opening of the Planning Commission hearings, final planning approval and number of days required for approval. Once again, for each project, we have broken the total time down by the sub-applications and we have used codes to show which application the period refers to:

<u>PROJECT</u>	<u>OPENING OF PLANNING COMMISSION HEARINGS</u>	<u>FINAL DECISION</u>	<u># OF DAYS</u>
1) 3120 Goodwin Ave.			
a. EIR	April 6, 1976	June 1, 1976	55
b. TM	Aug. 17, 1976	Nov. 22, 1977	95
		Total	150
2) 1720 Valota Rd.			
a. EIR	May 3, 1977	May 17, 1977	14
b. TM	Jan. 3, 1978	Jan. 23, 1978	20
		Total	34
3) Doris Subdivision			
a. EIR	Jan. 18, 1977	Feb. 1, 1977	13
b. TM	May 3, 1977	June 6, 1977	35
		Total	48
4) 1792 Valota Rd.	Aug. 19, 1975	Oct. 6, 1975	47
5) 1562 Valota Rd.			
a. EIR	Nov. 2, 1976	Nov. 16, 1976	14
b. TM	June 7, 1977	Aug. 8, 1977	61
		Total	74
6) Redwood Shores Court- yard Homes			
a. EIR *			
b. PDP	Oct. 7, 1975	May 3, 1976	206
c. TM	June 1, 1976	June 1, 1976	1
		Total	207
7) 104 Central Ave.			
a. EIR	Dec. 7, 1976	Dec. 7, 1976	1
b. PDF -1	Aug. 2, 1977	Oct. 10, 1977	68
c. PDF -2	Mar. 7, 1978	April 8, 1978	33
		Total	102
8) Redwood Shores Condos			
a. EIR *			
b. PDF	Mar. 1, 1977	May 2, 1977	61
c. TM	July 19, 1977	July 19, 1977	1
		Total	62
9) Leahy Terrace			
a. ND	April 19, 1977	April 19, 1977	1
b. PDF & TM	May 3, 1977	June 6, 1977	33
		Total	34

Before analyzing the figures, a few explanations are in order. Project #1 includes in the Tentative Map the time necessary to consider as well an amendment to the General Plan and exceptions to the Subdivision Ordinance. Project #2 also includes time

necessary to process exceptions to the Subdivision Ordinance but does not include time to process a Zoning Amendment or the original Tentative Map. Project #3 does not include the original Tentative Map but does include exceptions to the Subdivision Ordinance. Project #4 includes exceptions to the Subdivision Ordinance. Project #5 does not include time necessary to process a Zoning Amendment. Projects #6 and #8 do not include some 13 months necessary to process the master EIR*for the Redwood Peninsula area. Finally, Project #7 shows separate times to process two Planned Development Permits, the first of which was denied and the second of which was approved.

Analyzing all of these figures is again quite difficult. The reason is that each project has a different permutation of sub-applications. The infill subdivisions (Projects #1 through #5) took an average of about 70 days for total time to reach a final decision. That average would have been reduced substantially were it not for Project #1, which took 150 days and included a General Plan Amendment. Even considering that however, Redwood City process adds time by handling the environmental application separately from the Tentative Map. Looking at Projects #1 through #5, the EIRs took an average of 24 days to reach final decisions, while the Tentative Maps took an average of 48 days to reach final decisions. Even the 48-day figure for the Tentative Maps alone does not compare favorably with the 28-day average we saw in Daly City and an even lower figure in San Mateo. A main reason for the longer time required in Redwood City may be the fact that most of the Tentative Maps that we analyzed in Redwood City involved exceptions to the Subdivision Ordinance, had to be approved by the City Council and therefore, required the added time needed to get onto the Council

agenda -- normally about three weeks. Even though all Tentative Maps in Daly City must also go to the City Council, those projects still required less time than in Redwood City. Thus, the infill subdivisions in Redwood City required substantially more time than did those in the other cities.

The Planned Developments compared more favorably. Looking at the number of days required for Projects #6 through #9 (and counting the two Planned Development Permits separately in Project #7) shows that an average of about 80 days were required to process each of those five. That 80-day figure is quite misleading since only one of the projects included time required for an EIR (Project #7). Projects #6 and #8 involved a master EIR for the entire Redwood Peninsula area. This master EIR required 13 months to complete and have certified as accurate.

Because of the incomplete nature of this data, we hesitate to make comparisons. We will say that the 80-day figure compares favorably with the 75-day figure from Daly City, the 103-day figure in San Mateo and the 85-day figure in Foster City. Once again; however, we feel that with proper times added for EIR certification this 80-day figure would become more like 130 or 140 days. We draw such a conclusion based on the fact that an average of about 25 days were required for EIR certification in the substantially smaller infill subdivisions. Even doubling that figure to 50 days would not reflect the sometimes long, protracted certification proceedings required of some Planned Developments. Thus, the 130 to 140-day figure seems conservative. As such the figure does not compare well with those of the other cities.

As suggested several times earlier, Redwood City proved very difficult to analyze, given the multi-stage approval process which seems to reflect normal procedure. However, using what seem to be legitimate comparisons, we feel that defensible conclusions may be drawn. All in all, we see a somewhat disjointed system, which results in substantially longer processing both administratively and in terms of decision making.

Chapter 8 - Conclusions and Recommendations

Where does this vast amount of data and information leave us? As we have expressed throughout the report, valid quantitative comparison is almost impossible, given the complexity and disparity of the four processes. General and qualitative comparisons may be validly offered, however.

Throughout the entire report we have been attempting to relate this huge amount of information in some sort of logical framework. The overall model of any development review process creates inevitable conflict between the business/profit role of private developers and the regulatory/protective role of the cities in assuring that all development fits into a general plan for rational growth. The development review process, then, must be seen as a compromise exercise that focuses on bringing together the legitimate, though disparate, goals of the private and public sectors.

Seen in this light, the most rational development review system is one which makes as its highest priorities mechanisms to assure coordination, fairness and awareness of the role of government. Thus, it is very important to stress aspects such as how much information a particular system disseminates, how well thought out are the processes and what checks are there on staff efficiency. It is with these factors in mind that we analyze the cities.

Analysis and Recommendations

Given that each of the cities does a comparable job in processing applications, the question now comes as to what may be done to improve the processes. Some recommendations were given in the body of the report, but the entire picture should be set forth here.

San Mateo

We were most impressed with the process in San Mateo. It seemed as though the planning staff there has really worked hard at finding ways in which the overall system can be improved to reduce waiting period for those the process is regulating: the developers. Much of the delay in these types of regulatory systems is often caused by lack of coordination and communication between those doing the regulating and those being regulated. Accordingly, those instances where the waiting periods in the development review process are seen to be excessive usually result from failure of the staff and developers to communicate properly or accurately as to exactly what is needed from the developer so that the staff can process the application efficiently. In San Mateo, a great deal of effort is devoted to informing developers and private citizens as to how the process works. Informational literature is available at the planning counter, master schedules are published to show the developer when he or she can expect each stage of the procedure to be completed, emphasis is given to quality information at the planning department counter, and productive exchange is encouraged at all levels.

In addition, the BOZA concept works very well in San Mateo. Unlike IDEC in Foster City and the FRC in Redwood City, BOZA has actual decision-making authority over some matters and encourages the developer and the public to attend and participate. This procedure insures that the developer will be communicating very early in the process with representatives from six city departments. Such communication is bound to simplify and facilitate the solutions to inevitable problems that will arise with every project application.

Foster City's IDEC will not allow the developer to attend its meeting, and Redwood City's PRC will allow the developer to attend only if he requests to be present or is required by the committee to be present. Daly City has no such inter-departmental committee.

It seems to us that BOZA has three main advantages over IDEC and PRC. First, it has actual decision-making authority. This is somewhat of a mixed blessing. On the one hand, it allows BOZA to decide on the less-important matters and thereby arguably saves some time by getting those decisions made without the delay of requiring approval by the Planning Commission or City Council. On the other hand, BOZA effectively adds a layer of official decision making onto the larger projects. That is, those projects must get an official approval in a quasi-public hearing that requires notice and an official record. Such formal decision-making authority has been criticized by some who feel that BOZA merely adds another layer of troublesome policy makers too early in the process. These formalities do not constrain IDEC in Foster City or PRC in Redwood City because those cities do not give their committees official decision-making power, nor is the public or developer normally involved. In other words, in those cities the evaluation committees are purely internal mechanisms which can flow without constraints. Still, we feel that San Mateo's BOZA saves time in the vast majority of cases which do not involve complex policy decisions by the Planning Commission or City Council.

Second, and more important, is the fact that the developer or an agent is normally present at BOZA's meeting. To us this is absolutely crucial. After all, the BOZA meeting (or IDEC in Foster City and PRC in Redwood City) is the first time that all affected

city departments sit down to discuss the project application as an overall city matter. This stage is instrumental because it is here that city staff from different departments discuss and decide what may be needed additionally from the developer, what problems may result with the development, how the plan could better serve the city, etc. In other words, the city effectively begins to structure the project to conform better with administrative and policy goals. It is absolutely crucial to see this stage for what it really is: it is the city beginning to mold the developer's plan into the overall general plan and growth pattern of the city.

Viewed in this way, it becomes apparent why we favor BOZA over IDEC and PRC. BOZA includes the developer in the "molding" process. This is as it should be. The developer should be present to see and hear how his plans may conflict with city goals. The other cities argue that the developer is not included in such meetings so that city departments may "communicate frankly and openly". This argument is an attractive one and makes quite a bit of common sense, but it seems to ignore the reality of the process.

The development review process is an explicit bargain and compromise relationship between the profit goals of the private sector and the planning goals of the public sector. By including the developer in BOZA deliberations, San Mateo recognizes that the developer should be an active participant in the process of developing the city rationally. His presence at the meeting gives the developer the chance to respond to and solve problems before the application is considered by the Planning Commission. Whatever may be most desirable, the reality is that Planning Commission hearings anywhere are extremely political because they present that

inevitable clash between the goals of the developer and those of the planners. Requiring the developer to be a party to the compromise process at the city department evaluation insures at least that both sides are dealing with full information. Thus, we see it as crucial to include the developer in such meetings to 1) assure maximum communication between developer and city, 2) to assure the developer that city concerns are not discriminatory or confiscatory but rather rational planning concerns, 3) to allow the process to work as an important informational exchange and compromise instead of merely as a vehicle to polarize the parties and set up a heated political battle at the Planning Commission and City Council level, 4) to insure maximum contact between the developer and the city from the earliest possible point in the process.

Thirdly, the BOZA meeting is preferable because, although it is not a formal public hearing, it does allow the public as well as the developer to attend. All of those arguments presented above would also support this result. The city, in meeting its mandate to the public, must constantly allow citizens to give their input on development applications. This input is the specific reason that the Planning Commission and City Council meetings are open to the public. The same rationale, it seems to us, applies to those meetings between city departments. If policy is begun at these meetings and the developer is allowed to respond, why not allow the citizens to speak, too? This process, although objected to as unwieldy by the other cities, seems to work well in San Mateo.

In addition to BOZA, we felt San Mateo had a very effective development review system. In dealing with staff, we were always impressed by their knowledge of and concern for the process as it

affects the actual development of the city. The staff seemed acutely aware of the inherent conflict between the developers and the city. They seem to appreciate the need for maximum information exchange throughout the entire process, as well as the need for meaningful compromise. While realizing that developers make their livings putting applications through the development review process, they always accentuated the need for solid planning through rational government actions and meaningful citizen input. With these concerns motivating them, the San Mateo staff has done an excellent job of providing informational materials, staff assistance, and guidance to make their process as understandable as possible.

Daly City

Given the entire discussion about BOZA, our reaction to Daly City's process is predictable. First, Daly City should create some sort of inter-departmental committee. It seems very important to us that such a committee be created to assure complete and timely communication between city departments. This is not to suggest that we viewed any lack of coordination or inefficiency in Daly City. The Director of Community Development seemed to have very good control of the process. However, such an inter-departmental committee is more efficient than is circulating each development plan around to the various departments individually. It also assures that city policy is coordinated and directed towards common development goals.

Secondly, Daly City's process should be amended to decentralize some decisions made in the development review process. Certainly the City Council need not make all development decisions in the city. Such an arrangement effectively negates or nullifies the existence of the Planning Commission. Only those applications which involve

major policy (required) decisions should go to the City Council. Most of the other decisions should be left to the Planning Commission. Finally, if an inter-departmental committee is created, some minor decisions may be delegated to it.

Thirdly, Daly City should probably exercise more design control. San Mateo and Redwood City require architectural review of all structures except single-family homes and duplexes, while Foster City requires architectural review of all structures. Daly City allows substantially more leeway, although the Director of Community Development related that this element is presently in the process of being corrected.

Thus, overall, Daly City's planning process works fairly well but could work more efficiently with a few basic reforms.

Foster City

Our reactions to the Foster City process are somewhat mixed. First, IDEC seems to work very well. As an evaluation committee, it is supported by staff as a valuable mechanism to bring city departments together to communicate fully and to coordinate policy. However, as we said in relation to San Mateo, we think that it is crucial for at least the developer to be able to attend such a meeting. Staff explained that the developer is not included because confidential meetings allowed the department heads to speak frankly and openly about the project. However, since the developer must respond to the questions at some point, the earlier the developer becomes involved in the process, the sooner the problems may be solved and a compromise reached without reaching a possibly bitter, over-politicized fight at the Planning Commission level.

Second, is the whole question as to the proper role for the Planning Commission. In describing the planning process, we constantly referred to Foster City as a "totally planned community", in that 1) it is being developed in large, undeveloped chunks of land, neighborhood by neighborhood and 2) in such a scenario, the Planning Commission goes into a much more detailed scrutiny of each development, analyzing paint colors, roof lines and far more aesthetic values than are analyzed by the normal planning commission. When staff was asked about the process, they reflected the classic double-bind of planned communities. On one hand, they defended detailed scrutiny by the Planning Commission on the grounds that such scrutiny has produced good development and a community environment of high quality. On the other hand, they recognized the additional burden placed on the developer; i.e. it becomes substantially harder and takes longer for the developer to gain approval from the Planning Commission since he must explicitly deal with aesthetics and other unknown values in front of the Commission.

This conflict is the classic conflict of planned communities. For the record, we feel obligated to relate the feelings of the present Planning Director of Foster City, who, incidentally took the position after we had interviewed the staff and the previous Planning Director (upon which our report is based):

The report makes a number of negative comments relating to the Planning Commission's input into the approval process. We feel that these comments do not accurately reflect the existing situation and should be deleted. The Planning Commission's strong input into the

development process has resulted in a high standard of development which has enhanced Foster City's overall environment.

Redwood City

Our recommendations as to Redwood City's planning process are also a bit mixed. First, Redwood City maintains a fairly impressive array of general information in regard to their process. The literature available at the Planning Department describes both generally and specifically how the approval process works. As expressed earlier, this is important since only an adequate understanding of the system will allow the developer to minimize the processing time. Second, Redwood City's Plan Review Committee is susceptible to the same criticism as Foster City's IDEC. The developer, at least, should be encouraged to attend the Plan Review Committee sessions. Attendance should not be dependent upon a specific request to attend by the developer. Third; however, is a major drawback in the Redwood City process. The main inefficiency exists in that normally the city processes each part of a developer's application separately and consecutively instead of concurrently. That is, the development applications we examined really involved several applications in one. For example, in the case of a planned development, the developer must obtain review of the EIR, review of the Planned Development Permit itself and review of the Tentative Subdivision Map which eventually divides up ownership of the property. Likewise, in the case of an infill subdivision, the developer must obtain review of the Negative Declaration, or EIR, and also of the Tentative Subdivision Map. In

the other three cities, these "mini-applications" were all handled as one large application and were redecided upon as a package. It turns out that the very same route is open to developers in Redwood City, but is not normally followed. In other words, instead most developers in Redwood City proceed step-by-step. First, they will allow the environmental document to be approved by the Planning Commission; only after approval will the developer file the subsequent application for a Planned Development Permit or Tentative Map. This, of course, means that in the case of a planned development, for example, the developer might go through three separate planning stages before the project is totally approved. When asked why a developer would take a route requiring more time, staff supplied the answer. All fees in Redwood City are nonrefundable so that the developer would rather wait to submit each stage until the previous stage has been approved.

This part of the Redwood City process had to be changed. The planning approval system was very inefficient because it encouraged or induced the developers to "split up" the development application into several sub-parts. The development review concept demands that any individual city work to make application processing less time consuming, not more time consuming. By forcing developers to divide the process into several identical mini-processes, Redwood City operated very inefficiently. The new system, which was implemented December 6, 1978, and which names the Zoning Administrator to oversee Use Permits, Architectural approval, minor planned developments and lot line adjustments promises to be a vast improvement over the Architectural Review

Committee and Planning Commission involvement. We found Redwood City's planning files incomplete and not well organized. The very essence of adequate planning is a systematic organization of applications and dispositions thereof. Even this basic organization was lacking in Redwood City. In the final analysis, Redwood City's process operates fairly adequately and promises to continue to amend itself by introducing such necessary improvements as the recent time-saving appointment of a Zoning Administrator.

Conclusions

Each one of the four systems we viewed made some sense when viewed alone. For that reason, we kept emphasizing that each process should be analyzed individually for its strengths and its weaknesses. The foregoing represented our assessment as to how certain strengths from one system could be applied to alleviate weaknesses in another system.

Without question, the development review process represents one of many areas where government regulates the private sector for the benefit of the people. Thus, there is an inherent balancing, one that must always be done in a regulatory system, between the desirable goals of the private developer and the legitimate goals of government in providing for rational, quality growth. In dealing properly with such a delicate balancing act, it is incumbent on those involved with regulating development to be acutely aware of ways to make the process work better.

First, more information is needed. A governing body can never do too much in the way of making its processes known to both the general public and, especially, to those being regulated. All

too often, delays and misguided actions result because of lack of understanding. To avoid such problems, every city should have a source of complete information which tells in straight, simple, common-sense language exactly how the development review system works.

Second, more coordination is needed. Government workers must be careful not to become too limited in their scope of inquiry and understanding. In this age, more than ever before, we need sensitive administrators who can make the different parts of the process fit together in a rational way. To this end, each city should conduct an ongoing effort to keep the various limbs of the development review process in contact with one another to ensure coordination.

And, finally, quality and fairness are needed. The true hallmark of any regulatory system is its ability to produce results of quality, results that are fair to all involved. With this end in mind, each city should closely examine its goals, methods and processes to see how it can come closer to achieving these ideal results.

APPENDIX

APPENDIX A - - - - -	SEE GOVERNMENT CODE
APPENDIX B - - - - -	SEE ENVIRONMENTAL QUALITY ACT
APPENDIX C - - - - -	ZONING ORDINANCES
APPENDIX D - - - - -	PLANNING APPLICATIONS
APPENDIX E - - - - -	PERMITS
APPENDIX F - - - - -	BUILDING PERMIT APPLICATIONS
APPENDIX G - - - - -	CASE CHRONOLOGIES
APPENDIX H - - - - -	REDWOOD CITY'S AMENDED PROCESS (effective Dec. 6, 1978)

APPENDIX C

Review of the zoning ordinances for types of development allowed

I. Foster City

Foster City's Zoning Ordinance is contained in Title 17 of the Foster City Municipal Code. The ordinance provides for many different types of developments which may be summarized as follows (along with appropriate zoning designations and chapter in the zoning ordinance):

1. Residential Development
 - a. Single Family Residences (R-1, Ch. 17.12)
 - b. Two Family Residences (R-2, Ch. 17.14)
 - c. Townhouse Residences (R-T, Ch. 17.16)
 - d. Medium density multi-family residences (R-3, Ch. 17.18)
 - e. High density multiple family residences (R-4, Ch. 17.20)
2. Commercial Development
 - a. Offices (C-O, Ch. 17.22)
 - b. Neighborhood businesses (C-I, Ch. 17.24)
 - c. General business (C-2, Ch. 17.26)
 - d. Commercial mix (C-M, Ch. 17.28)
3. Industrial Development
 - a. Light Industrial (M-I, Ch. 17.30)
4. Public Facilities Development (P-F, Ch. 17.32)
5. Open Space and Conservation (OSC, Ch. 17.34)
6. Planned Development Combining District (PD, Ch. 17.36)
7. Future Development (X, Ch. 17.38)
8. Aquatic Development (W, Ch. 17.40)

II. San Mateo

San Mateo's Zoning Ordinance is contained in Title 27 of the San Mateo Municipal Code. The ordinance provides for many different types of developments which may be summarized as follows (along with the appropriate zoning designation and chapter in the zoning ordinance):

1. Residential Development

- a. Single Family Residences (R1, Ch. 27.18)
- b. Two Family Residences (R2, Ch. 27.20)
- c. Multiple Family Residences - Garden Apartments (R3, Ch. 27.22)
- d. Multiple Family Residences - Medium Density Apartments (R4, Ch. 27.24)
- e. Multiple Family Residences - High Density Apartments (R5, Ch. 27.26)

2. Commercial Development

- a. Limited Retail Commercial (C1, Ch. 27.30)
- b. General Commercial (C2, Ch. 27.32)
- c. Highway and Service Commercial (C3, Ch. 27.34)
- d. General Services and Wholesale (C4, Ch. 27.36)
- e. Central Business District (CBD, Ch. 27.38)

3. Executive Development

- a. Executive Parks (E1, Ch. 27.44)
- b. Other Executive Districts (E2-E4, Chs. 27.48, 27.50, 27.52)

4. Industrial Development

- a. Limited Manufacturing (M1, Ch. 27.56)
- b. General Manufacturing (M2, Ch. 27.58)

5. Special Developments

- a. Parking District (P, Ch. 27.60)
- b. Agricultural Districts (A, Ch. 27.60)
- c. Open Space Districts (OS, Ch. 27.60)
- d. Senior Citizens Overlay Districts (SC/---, Ch. 27.64)
**(Final approval expected during summer, 1978)

6. Planned Developments (Ch. 27.62)

III. Daly City

Daly City's Zoning Ordinance is contained in the Daly City Municipal Code. It provides for many different types of development which may be summarized as follows (along with the appropriate zoning designation and section in the zoning ordinance):

1. Residential Development

- a. Single Family Residences (R-1, Sec. 8)
- b. Two Family Residences (R-2, Sec. 9)
- c. Multiple-Family Residences (R-3, Sec. 10)
- d. High Density Multiple Family Residences (R-4, Sec. 11)

2. Commercial Development

- a. Office Commercial (C-10, Sec. 11A)
- b. Light Commercial (C-1, Sec. 12)
- c. Heavy Commercial (C-2, Sec. 13)

3. Industrial Development

- a. Industrial (M, Sec. 14)

4. Planned Developments (P-D, Sec. 15)

5. Design Review Combining District (S-1, Sec. 14A)

6. Cemetery District (CEM, Sec. 14B)

IV. Redwood City

1. Residential Development

- a. Hillside Residences (RH, Art. 4)
- b. Single Family Residences (R-1, Art. 5)
- c. Two Family Residences (R-2, Art. 6)
- d. Multiple Family Residences - Garden Apartments
(R-6, Art. 7)
- e. Multiple Family Residences - Low Density (R-3, Art. 8)
- f. Multiple Family Residences - Medium Density (R-4, Art. 9)
- g. Multiple Family Residences - High Density (R-5, Art. 10)

2. Commercial Development

- a. Professional Offices (PO, Art. 11)
- b. Central Administrative District (CA, Art. 12)
- c. Neighborhood Commercial (CN, Art. 13)
- d. Central Business District (CB, Art. 14)
- e. General Commercial (CG, Art. 15)
- f. Commercial Park District (CP, Art. 16)

3. Industrial Development

- a. Restricted District (IR, Art. 17)
- b. Industrial Parks (IP, Art. 18)
- c. General Industrial (GI, Art. 19)

4. Special Development

- a. Tital Plain District (TP, Art. 20)
- b. Greenhouse District (AG, Art. 21)
- c. Interim Study District (IS, Art. 22)
- d. Public Facilities District (PF, Art. 23)
- e. Combining Districts (Art. 24)
 - i. Transient Residential Combining District (e.g. R-2/T, Sec.24.3)
 - ii. Office Combining District (e.g. R-4/O, Section 24.4)
 - iii. Vehicular Combining District (e.g. CG/V, Section 24.5)
 - vi. Water Combining District (e.g. TP/W, Section 24.6)

APPENDIX D

CITY OF FOSTER CITY, CALIFORNIA

APPLICATION FOR APPROVAL OF USE PERMIT

Submittal requirements for Use Permits are generally outlined on the attached guidelines. Specific requirements are found in Title 17 (Zoning) of the Foster City Municipal Code. Any questions should be directed to the Foster City Planning Department, telephone 415/349-1200 Ext. 36.

1. PROPOSED USES(S) _____

LOCATION OF PROPERTY

Subdivision (Lot, Tract, Neighborhood, Unit) _____

Assessor's Parcel Number(s) _____

Street Address(es) _____

Current and Proposed Zoning District(s) _____

PROPERTY OWNERSHIP

Name, Address, Telephone _____

APPLICANT

Name (if a business include name of contact person), Address, Telephone _____

2. The proposed use(s) will not be detrimental to the public welfare or injurious to property or improvements in said neighborhood for the following reasons:

3. It is understood that any permit issued pursuant to this application will not grant any right or privilege to use any building or land contrary to the provisions of law or of any ordinance of the City of Foster City. All provisions of law and of ordinance governing the use of the aforesaid building or land will be complied with, whether specified or not.

4. The applicant understands that (s)he, or any interested property owner aggrieved, may appeal the determination of the Planning Commission to the City Council of Foster City within fourteen days from the date of such determination. No building permit will be issued until after this fourteen-day period.

5. SIGNATURE - I hereby certify under penalty of law that I am authorized to request this action and that the information supplied above is true and correct.

Signed _____

FOR CITY COMPLETION - Date application received _____

Fee paid (\$50) _____ Initials _____ Case Number _____

CITY OF FOSTER CITY
USE PERMIT GUIDELINES

Specific requirements are found in Title 17 (Zoning) of
the Foster City Municipal Code

In Foster City you must obtain a Use Permit before improving your property if the Zoning regulations for the District in which your property is located state that a Use Permit is required. Check Title 17 (Zoning) of the Municipal Code, or ask the Planning Department Staff, to find out if you need a Use Permit for your proposed improvements.

Because the kinds of projects which require Use Permits are of such a broad range the following list of information to be furnished to the City in support of the Use Permit request should be discussed with Staff to determine which items are applicable.

1. A one page Application and \$50 non-refundable filing fee. Planned Unit Developments cost \$200, which includes fee for Rezoning.
2. Environmental Impact Assessment form. State law requires a short form to be filed, for Staff review, to ascertain whether a complete Environmental Impact Report will be necessary.
3. Drawings. One of the most important functions of the Planning Commission is to review and approve the visual appearance of the proposed improvements. A separate Design Review Submittal Checklist indicating the kinds of drawings to be submitted will be given to you and it should be reviewed with Staff.

Note: After the Planning Commission approves the visual appearance of the proposal you must obtain a Building Permit from the Building Department. As the Building Department reviews the structural capabilities and other technical aspects of the proposal, aside from the visual appearance, they may require you to submit additional drawings or other supporting information. Check with the Building Department at the outset to ascertain their requirements.

4. Colors and Materials. A list of colors and materials with product names and descriptions is required. Performance specifications and product samples may be required.
5. Schedule of lot sizes, building sizes and mix, lot coverage and project density.
6. Amount of parking, area of lands held in common and area of open space.

7. Traffic studies of circulation, parking and loading.
8. Economic analyses of project benefits and costs.
9. Time schedule for starting, completing and filling project.
10. Scale models of project.
11. Deed Conditions, Covenants and Restrictions (C.C. & R.s).
12. Title Report.
13. Homeowner Association documents for Planned Unit Developments, including Articles of Incorporation, By-laws, Budget and C.C. & R.s.
14. Verification that the Architect, Landscape Architect, Engineer and/or other principal designers will be retained through construction of the project to certify construction as being in compliance with approved plans and City specifications.
15. Soils reports and mapping.
16. Engineering plans including utilities, grading and specific features such as bulkheading and piling.

The Planning Commission holds a Public Hearing on every requested Use Permit, as is required by law. Also required is the official notification of neighboring property owners and the public at large. The Use Permit application form, filing fee and supporting plans and information must be submitted a minimum of 3 weeks before the Public Hearing to allow time for notifications and Staff review of the proposal. A schedule of Planning Commission meeting dates and submittal deadlines is attached to these Guidelines.

The Planning Department Staff however may determine that the submittal information is not complete or that informal discussion with the Planning Commission is needed prior to finalization of plans. If such is the case the Staff may postpone the Public Hearing and direct you to submit the additional information or to meet informally with the Commission.

Once the Use Permit request is approved or denied by the Commission there is a 14 day period for written appeal of the Commission action to the City Council. If the Commission action is not appealed necessary building permits may then be issued. If the Commission action is appealed the City Council will hold another Public Hearing on the entire matter and render a final decision.

CITY OF FOSTER CITY/ESTERO MUNICIPAL IMPROVEMENT DISTRICT
GENERAL INFORMATION FORM FOR ENVIRONMENTAL ASSESSMENT

(Pursuant to Public Resources Code Section 21000 et seq. and Title _____ of the Foster City Municipal Code)

The CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) was passed in 1970 by the State Legislature for the purpose of protecting the environment. The City of Foster City/Estero Municipal Improvement District (EMID) is responsible for insuring the implementation of the State EIR Guidelines and the Foster City/EMID Guidelines. This GENERAL INFORMATION FORM is designed to assist the Staff in preparing a complete and accurate environmental assessment in a timely manner and in conformance with the EIR Guidelines. As the applicant you are requested to complete this form and return it to the Planning Department. Please type or print legibly in ink. Attach additional sheets if necessary. For additional information contact the PLANNING STAFF - 610 FOSTER CITY BOULEVARD, FOSTER CITY, CA 94404. 349-1200.

Date Filed _____ Application No. _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of project: _____

Assessor's Block and Lot Number: _____

3. Name of person to be contacted concerning this project: _____

4. Address and telephone number of contact person: _____

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

6. Existing zoning district: _____

7. Proposed use of site (Project for which this form is filed): _____

PROJECT DESCRIPTION

8. Site size.
9. Square footage.
10. Number of floors of construction.
11. Amount of off-street parking provided.
12. Attach plans.
13. Proposed scheduling.
14. Associated projects.
15. Anticipated incremental development.
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked Yes (attach additional sheets as necessary).

YES NO

- | | | |
|-------------|-------------|--|
| <u> </u> | <u> </u> | 21. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours. |
| <u> </u> | <u> </u> | 22. Change in scenic views or vistas from existing residential areas or public lands or roads. |
| <u> </u> | <u> </u> | 23. Change in pattern, scale or character of general area of project. |
| <u> </u> | <u> </u> | 24. Significant amounts of solid waste or litter. |
| <u> </u> | <u> </u> | 25. Change in dust, ash, smoke, fumes or odors in vicinity. |
| <u> </u> | <u> </u> | 26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. |

YES NO

- ___ ___ 27. Substantial change in existing noise or vibration levels in the vicinity.
- ___ ___ 28. Site on filled land or on slope of 10 percent or more.
- ___ ___ 29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
- ___ ___ 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- ___ ___ 31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).
- ___ ___ 32. Relationship to a larger project or series of projects.

ENVIRONMENTAL SETTING

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or polaroid photos will be accepted.

34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or polaroid photos will be accepted.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date _____

(Signature)

For _____

CITY OF FOSTER CITY

DESIGN REVIEW SUBMITTAL CHECKLIST

(Review with Planning Staff to determine
which items will be submitted)

1. Site Plan (or Plans, depending on size and complexity of project) to scale showing:

- _____ vicinity map
- _____ north arrow
- _____ graphic scale
- _____ significant dimensions (setbacks, lot lines, etc.)
- _____ property lines of subject and adjacent properties
- _____ easements (public and private)
- _____ utility companies' equipment, with dimensions (PG & E, PT & T, CATV)
- _____ streets, sidewalks, driveways and parking and loading areas (public and private)
- _____ lagoon or bay/slough waterlines (MHHW and MLLW)
- _____ building outlines, differentiating stories
- _____ fences, walls and windbreaks, indicating heights
- _____ decks, patios, planter boxes, docks, stairs, ramps, pools and tubs and equipment enclosures
- _____ recreation areas and equipment
- _____ all other structures exceeding six feet in height (patio covers, carports, trellises, arbors, gazebos, storage sheds, cabanas, flagpoles, etc.)
- _____ sun and shadow diagrams
- _____ sight lines to and from development
- _____ pedestrian and vehicular circulation patterns

2. Unit Plan(s) at 1/8" or 1/4" scale, including:

- _____ floor plans (existing and proposed) showing door and window openings, room designations and dimensions, utility equipment locations and trash enclosures
- _____ elevations, with details of all wall penetrations such as windows, doors, vents, etc., exposed equipment such as air conditioners, meters, piping, etc., all decorative elements such as trim, equipment screens, molding, appliques, etc., and all appurtenant and accessory structures shown on the site plans
- _____ sections, showing structural system and/or views from adjacent property or streets
- _____ roof plan, showing all vents, equipment, skylights, etc.
- _____ strip elevations of Planned Unit Development homes, front and rear
- _____ perspective drawings

3. Landscape Plan to scale, showing:

- _____ existing and proposed topography (with grid elevations on lands sloping less than 3% and with one foot contours of mounds and swales and slopes more than 3%)
- _____ location of live plants and decorative elements, varying symbols to differentiate species and size at installation. If a stamp is used to indicate mature dimensions of plants such plan will be submitted in addition to plan using symbols
- _____ schedule of plants and soil preparation, listing Latin and common name, size and amount or density of planting (e.g. cuttings 6" o. c.)
- _____ automatic irrigation and metering system
- _____ perspective drawings showing intended visual effects of mature landscaping

4. Lighting Plan, showing:

- _____ fixture types, locations, lighting coverage
- _____ designs of the fixtures and performance specifications

5. Signing Plan, showing:

- _____ sign types and locations (temporary and permanent)
- _____ individual sign designs and specifications

NOTE: Submittals are to be furnished in 8 copies on paper no larger than 30 X 42 inches, using match lines and key diagrams for large projects requiring multiple sheets. All paper sheets are to be the same size, with square, cut (not ripped) edges. Each drawing must be numbered and dated. Subsequent revisions must be called out and dated when superseding previously submitted drawings and must also be furnished in 8 copies.

RMS:at
7/77

FOSTER CITY PLANNING COMMISSION
CALENDAR - 1977-78

FILING DEADLINE: 5:00 P.M.
For Use Permits, Rezoning, General Plan Amendments, Variances, Subdivision Maps and Parcel Maps

FILING DEADLINE: 5:00 P.M.
For Architectural Reviews, Sign Reviews, Continued Hearings and Submittals to Satisfy Conditions

* PLANNING COMMISSION
MEETINGS: 7:30 P.M.
Study: 1st & 3rd Tuesdays
Regular: 1st & 3rd Thursdays of each month

1977

June 16

June 23

June 30

July 7

July 14

July 21

July 28

August 4

August 11

August 18

August 25

September 1

September 15

September 22

September 29

October 6

October 13

October 20

October 27

November 3

November 10

November 17

November 23

December 1

July 5 - Study
July 7 - Regular
July 19 - Study
July 21 - Regular

August 2 - Study
August 4 - Regular
August 16 - Study
August 18 - Regular

September 1 - Regular
September 6 - Study
September 15 - Regular
September 20 - Study

October 4 - Study
October 6 - Regular
October 18 - Study
October 20 - Regular

November 1 - Study
November 3 - Regular
November 15 - Study
November 17 - Regular

December 1 - Regular
December 6 - Study
December 15 - Regular

1978

December 15

December 22

December 29

January 5

January 5 - Regular
January 17 - Study
January 19 - Regular

* NOTE: ITEMS ARE TAKEN ON A FIRST COME - FIRST SERVED BASIS. SUBMITTALS MAY BE SCHEDULED FOR A LATER HEARING DATE IF THE PLANNING COMMISSION AGENDA HAS BEEN DETERMINED TO BE FULL.

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days of each month

1978

January 12

January 26

February 9

February 23

March 16

March 30

April 13

April 27

May 11

May 25

January 19

February 2

February 16

March 2

March 23

April 6

April 20

May 4

May 18

June 1

February 2 - Regular
February 7 - Study
February 16 - Regular
February 21 - Study

March 2 - Regular
March 7 - Study
March 16 - Regular
March 21 - Study

April 4 - Study
April 6 - Regular
April 18 - Study
April 20 - Regular

May 2 - Study
May 4 - Regular
May 16 - Study
May 18 - Regular

June 1 - Regular
June 6 - Study
June 15 - Regular
June 20 - Study

* NOTE: ITEMS ARE TAKEN ON A FIRST COME - FIRST SERVED BASIS.
SUBMITTALS MAY BE SCHEDULED FOR A LATER HEARING DATE
IF THE PLANNING COMMISSION AGENDA HAS BEEN DETERMINED
TO BE FULL.

APPLICATION FOR PERMIT APPROVAL

REDWOOD CITY PLANNING DEPARTMENT

OFFICE USE ONLY

- ☐ Architectural Permit
- ☐ Use Permit
- ☐ Variance
- ☐ Planned Development Permit
- ☐ Subdivision (tentative map)
- ☐ Subdivision (final map)
- ☐ Minor Subdivision
- ☐ Zoning Amendment
- ☐ Fence Permit

Date _____	Fee _____	File No. _____
Date _____	Fee _____	File No. _____
Date _____	Fee _____	File No. _____
Date _____	Fee _____	File No. _____
Date _____	Fee _____	File No. _____
Date _____	Fee _____	File No. _____
Date _____	Fee _____	File No. _____
Date _____	Fee _____	File No. _____

APPLICANT

PHONE

APPLICANT'S ADDRESS

OWNER OF RECORD

PHONE

OWNER'S ADDRESS

AGENT OF OWNER (if any)

PHONE

AGENT'S ADDRESS

PROPERTY ADDRESS

LEGAL DESCRIPTION OF PROPERTY

ASSESSOR'S PARCEL NO.

ZONE

LAND AREA

ZONING MAP NO.

BLOCK BOOK MAP NO.

EXISTING USE

PROPOSED USE

APPLICATION UNDER SECTION

OF THE REDWOOD CITY ZONING ORDINANCE

PLEASE SIGN APPLICATION ON NEXT PAGE

VARIANCE

WHAT SPECIAL CIRCUMSTANCES EXIST PERTAINING TO SIZE, SHAPE, TOPOGRAPHY, LOCATION, AND SURROUNDINGS?

WHY DOESN'T THE GRANTING OF THE VARIANCE CONSTITUTE A GRANT OF SPECIAL PRIVILEGE WITH RESPECT TO PROPERTIES IN THE SAME NEIGHBORHOOD AND/OR ZONE?

WILL THE GRANTING OF THE VARIANCE BE CONTRARY TO THE INTENT OF THIS ORDINANCE?

USE PERMIT

STATEMENT OF JUSTIFICATION (Why should this use be permitted in this location?).

PLANNED DEVELOPMENT PERMIT

STATEMENT OF JUSTIFICATION (Why the development should be permitted in this location).

I declare under penalty of perjury that I am the owner or authorized agent for this property and that the foregoing statements and answers herein and all data and information, documents and evidence herewith submitted are to the best of my knowledge and belief true and correct.

Signature of owner or agent.

Date

APPLICATION NOT CONSIDERED TO BE FILED UNTIL DATED AND INITIALED BY THE ZONING ADMINISTRATOR.

MATERIALS WHICH MUST ACCOMPANY APPLICATIONS

All applications must be filed at least two weeks prior to the scheduled meeting. Planning Commission meetings are the first and third Tuesday of each month, and Architectural Committee meetings are every second and fourth Tuesday of each month. Make checks payable to the City of Redwood City. Fees are not refundable.

Architectural Permit

1. Required Drawings: Seven sets of the Plot Plan drawn to scale and completely dimensioned. The Plot Plan shall show all of the existing and proposed structures, offstreet parking and loading facilities, driveways, curb cuts, areas to be landscaped, setbacks, signs, lighting, and fencing. Six sets of elevations drawn to scale showing all four sides.
2. One set of colored elevations no larger than $8\frac{1}{2}$ " X 13", or a colored photograph no smaller than 8" X 10".
3. \$25.00 fee unless a permit is required in connection with other applications, in which case no fee would be charged.
4. Six sets of the landscaping plan shall include the size, type, and location of plants and the location and type of sprinkler system.

Use Permit

1. See required drawings for Architectural Permit.
2. One $8\frac{1}{2}$ " X 11" clear transparency (reduced if necessary) of the Plot Plan.
3. Proof of ownership and legal description which may be satisfied by a copy of the most recent tax bill, title report, or a deed of trust which gives a metes and bounds or a lot, block, and subdivision description.
4. Statement of justification on application form, or by a separate letter.
5. \$50.00 fee.

Variance

1. See required drawings for Architectural Permit.
2. Additional drawings as needed which will explain any special circumstances associated with this property.
3. One $8\frac{1}{2}$ " X 11" clear transparency (reduced if necessary) of the Plot Plan.

4. Proof of ownership and legal description which may be satisfied by a copy of the most recent tax bill, title report, or a deed of trust which gives a metes and bounds or a lot, block, and subdivision description.
5. Statement of justification on application form or by a separate letter.
6. \$75.00 fee.

Planned Development Permit

1. See required drawings for Architectural Permit.
2. The development plan shall contain sufficient information to establish or identify the proposed uses, exact dimensions, and locations to the proposed structures, parking, and loading facilities, pedestrian walkways, and existing and proposed streets, easements, and property lines. It shall contain provisions for recreation spaces to meet the needs of the anticipated population of the area for which the Planned Development Permit is sought. The Planning Director may require such other pertinent information and drawings as may be necessary to determine that the purposes of this ordinance will be secured if the application is approved.
3. One 8 $\frac{1}{2}$ " X 11" clear transparency (reduced if necessary) of the Development Plan.
4. A topographic map shall be prepared showing existing natural features of the land including, but not limited to, size and species of trees, rocks, and creeks. The plan shall show what affect the proposed Development will have on the existing natural features.
5. Proof of ownership and legal description which may be satisfied by a copy of the most recent tax bill, title report, or a deed of trust which gives a metes and bounds or a lot, block, and subdivision description.
6. Statement of justification as to why the development should be permitted in this location, how it is related to other permitted uses in the surrounding neighborhood, and how the development conforms to the General Plan of the City.
7. Fee of one hundred dollars (\$100.00) plus twenty-five dollars (\$25.00) per acre or partial acre.

Tentative Map

1. Six copies of a Parcel Map or Tentative Map of the area involved, prepared by a licensed civil engineer or land surveyor, in accordance with the provisions of Section 30.15 and 30.16, Article II and with the provisions of Article IV, Redwood City Code.

2. \$25.00 Fee.
3. Other pertinent data which may be required.

Final Map

1. Six copies of the Final Map of the area involved prepared by a licensed civil engineer or land surveyor, in accordance with the provisions of Section 30, Article III, Redwood City Code.
2. Fee is \$25.00, plus \$1.00 per lot shown on the Final Map.

Zoning Amendment

1. See required drawings for Architectural Permit (only when applicable).
2. Statement of justification as to why this proposed change in zoning is necessary and if it conforms to the General Plan.
3. Proof of ownership and legal description which may be satisfied by a copy of the most recent tax bill, title report, or a deed of trust which gives a metes and bounds or a lot, block, and subdivision description.
4. Fee \$100.00, plus \$25.00 for each full acre (applicable during March and September; fee double if application made in any other month of the year).

Fence Permit

1. One set of plans showing location of proposed fence, type of fencing used, and height of fence.
2. \$5.00 fee.

Minor Subdivision

1. Six sets of plans showing the following:

Lot dimensions
Existing Structures
Existing curbs gutter and sidewalks.
Contour lines at 1 foot intervals
Soils report
Title report
\$15.00 fee.

APPLICATION TO PLANNING COMMISSION
OF THE CITY OF REDWOOD CITY
FOR A PROJECT ENVIRONMENTAL IMPACT REPORT

APPLICANT: _____

Owner _____ Phone _____

Address _____

Agent of the owner _____ Phone _____

Address _____

PROPERTY:

Address of subject property _____

Legal description _____

Assessor's Parcel No. _____ Size of Parcel _____

The purpose of these procedures is to assure compliance by the City of Redwood City and all Districts governed by the Redwood City Council with the California Environmental Quality Act of 1970 (specifically Section 21151 of the California Public Resources Code).

Before applying for a permit for any project that may have a significant (non-trivial) effect on the environment (see list of exceptions), you are requested to complete and return the attached form. A draft Environmental Impact Report will be prepared by City, and official notification will be given for public review of the draft. Thereafter, the Environmental Impact Report will be acted on by the Planning Commission as being satisfactory, or requiring further study and/or substantiation.

Upon a finding by the Planning Commission that the Environmental Impact Report complies with requirements of the Law, your application for permit will be received.

FOR OFFICE USE ONLY

Respectfully submitted,

____ Application signed
____ 6 sets of plans
____ Legal description
____ Proof of ownership
____ Questionnaire satisfactorily completed
____ Fee - \$100 minimum
____ 8½" X 11" transparencies

Signature _____

Date _____

Date _____

File No. _____

Received by _____

Project identification: _____

1. GIVE A COMPLETE DESCRIPTION OF THE PROPOSED PROJECT.

a. Name of project, location, and boundaries of the project area shown on a map or plan:

b. Statement of objectives sought by the proposed project:

c. General description of the project's physical (technical) and socio-economic characteristics:

Project identification: _____

2. GIVE A COMPLETE DESCRIPTION OF THE ENVIRONMENTAL SETTING WITHOUT (BEFORE) THE PROJECT.

a. Terrain features; types, sizes, and locations of trees (shown on plan); and other types of ground cover (grasses, plants, and shrubs):

b. Animal life (land, water, and air), other than pests, frequenting or occupying this site:

c. Area setting, adjoining land uses, and character of avenues (routes) leading into and out of this site:

Project identification: _____

3. GIVE A COMPLETE DESCRIPTION OF THE ENVIRONMENTAL IMPACTS (BOTH BENEFICIAL AND ADVERSE, BOTH SHORT-TERM AND LONG-TERM) ANTICIPATED FROM THE PROJECT.

a. Physical changes, alterations to ecological systems, and changes in population distribution and concentrations:

b. Adverse impacts which can be prevented, eliminated, or reduced substantially, and by what means this can be accomplished:

c. Adverse impacts which cannot be prevented, eliminated, or reduced substantially by any practical means:

Project identification: _____

4. GIVE A COMPLETE DESCRIPTION OF THE EFFECTS OF THE COMPLETED PROJECT ON THE QUALITY OF THE ENVIRONMENT.

a. Additions to, or lessening of air, water, and/or noise pollution;

b. Loss or addition of open space and/or other community amenities, as compared with the property in its present condition:

c. Displacement and/or addition of population into the project area, or outside the area as a consequence of the proposed project:

Project identification: _____

5. DESCRIBE ALTERNATIVES TO THE PROPOSED PROJECT (OR PHASES OF THE PROPOSED PROJECT), THAT MAY HAVE BEEN CONSIDERED OR THAT COULD HAVE BEEN CONSIDERED, THAT COULD HAVE LESS ADVERSE IMPACT ON THE ENVIRONMENT THAN WHAT IS PRESENTLY PROPOSED.

CITY OF SAN MATEO
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING APPLICATION FORM

NOTE TO APPLICANT: Since this is a comprehensive application form, only those items related to your specific type of application(s) are to be completed. All related planning actions will be considered at the same hearing. This application must be complete in all details before it will be accepted for filing. See the reverse side of this form for instructions and additional submittal requirements. Please print or type. Attach additional sheets if necessary.

I. GENERAL DATA REQUIRED			
Name of Applicant	Address	Zip Code	Telephone
Street address or location of property		Site Area <input type="checkbox"/> sq. ft. <input type="checkbox"/> acres	
Proposed Use of Property (describe in detail, use separate sheet if necessary) _____ _____ _____		County Parcel Number	
		Present Zoning	File Number
		Applicant's Signature	

II. TYPE OF APPLICATION					
<input checked="" type="checkbox"/> CHECK TYPE OF APPLICATION(S) FILED AND CIRCLE APPLICABLE FEES					
<div style="border: 1px solid black; padding: 2px;">SITE PLAN AND ARCHITECTURAL REVIEW</div>	<div style="border: 1px solid black; padding: 2px;">SPAR</div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; padding: 2px;">.....\$30</div>	<div style="border: 1px solid black; padding: 2px;">PARCEL MAP</div>	<div style="border: 1px solid black; padding: 2px;">PAR</div> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px;">.....\$30</div>
<div style="border: 1px solid black; padding: 2px;">VARIANCE</div>	<div style="border: 1px solid black; padding: 2px;">VAR</div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; padding: 2px;">.....\$30</div>	<div style="border: 1px solid black; padding: 2px;">PRELIMINARY MAP</div>	<div style="border: 1px solid black; padding: 2px;">PM</div> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px;">.....\$30</div>
<div style="border: 1px solid black; padding: 2px;">SPECIAL PERMIT (BOZA)</div>	<div style="border: 1px solid black; padding: 2px;">SP</div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; padding: 2px;">.....\$30</div>	<div style="border: 1px solid black; padding: 2px;">TENTATIVE MAP</div>	<div style="border: 1px solid black; padding: 2px;">TM</div> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px;">.....\$60</div>
<div style="border: 1px solid black; padding: 2px;">SPECIAL PERMIT (PC)</div>	<div style="border: 1px solid black; padding: 2px;">SP</div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; padding: 2px;">.....\$60</div>	<div style="border: 1px solid black; padding: 2px;">GENERAL PLAN AMENDMENT*</div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px;">.....\$120</div>
<div style="border: 1px solid black; padding: 2px;">PLANNED DEVELOPMENT</div>	<div style="border: 1px solid black; padding: 2px;">PD</div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; padding: 2px;">....\$120</div>	<div style="border: 1px solid black; padding: 2px;">EXTENSIONS/MODIFICATIONS*</div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
<div style="border: 1px solid black; padding: 2px;">RECLASSIFICATION*</div>	<div style="border: 1px solid black; padding: 2px;">R</div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; padding: 2px;">....\$120</div>	<div style="border: 1px solid black; padding: 2px;">SITE DEVELOPMENT (BOZA)</div>	<div style="border: 1px solid black; padding: 2px;">SDP</div> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px;">.....\$30</div>
				<div style="border: 1px solid black; padding: 2px;">SITE DEVELOPMENT (PC)</div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px;">.....\$60</div>

ENVIRONMENTAL DOCUMENT REQUIREMENT

An Environmental Assessment Form was completed: ☐ no; ☐ yes, on _____ (date)

☐ Categorical Exemption, Type _____ Section _____ No Fee

☐ Negative Declaration, ☐ ND \$25

☐ Environmental Impact Report, ☐ EIR \$185

*Describe and give justification on separate sheet

Quantity of material to be excavated _____ cu. yds

Quantity of material to be filled _____ cu. yds

Quantity of material to be hauled off-site _____ cu. yds

Major vegetation to be removed? Yes ☐ No ☐

Receipt Number: _____

Receipt Date: _____

TOTAL FEES: \$

III. AUTHORIZATION & CERTIFICATION OF OWNER(S)

I/We certify that, I/We as the property owner(s), hereby authorize the filing of this application. I/We understand that, pursuant to the City of San Mateo Municipal Code, conditions of approval are binding upon both the applicant and landowner(s). I/We agree to be bound by those conditions, subject only to the right to object at the hearings on said application.

NAME (Please print)	ADDRESS (with zip code)	TELEPHONE	SIGNATURE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

IV. REPRESENTATIVE

V. INSTRUCTIONS TO APPLICANT

IMPORTANT - An application will be accepted as complete and processed for review ONLY when properly executed and accompanied by the documents described below as requirements for each type of application.

APPLICATION TYPE(S)	REQUIREMENTS	DESCRIPTIONS
SPAR	2,3,6,9,10,13	1. Current Title Report
VARIANCE	1,2,4,6,10,13	2. Six sets of complete plans, drawn to scale and accurately dimensioned including: Plot Plan, Building Elevations, Landscaping Plans, and Floor Plans.
SPECIAL PERMIT (BOZA)	1,2,3,6,10,13	3. Appropriate checklist or data sheets.
SPECIAL PERMIT (PC)	1,2,3,5,6,10,13	4. Completed related portions of Planning Application form supplement or Questionnaire.
PLANNED DEVELOPMENT	All except 4 & 7	5. One 8½" x 11" clear acetate transparency (for overhead projection) of each plan for applications not final with Board of Zoning Adjustments.
RECLASSIFICATION	1,10,13	6. One 8½" x 11" black and white positive reduction of each plan.
PARCEL MAP	1,6,7,8,10,13	7. Eleven prints of proposed map.
PRELIMINARY MAP	1,6,7,8,10,13	8. Tree data (required of all trees located on site) Botanical Name, Common Name, Diameter, Condition, Reason for removal (if applicable).
TENTATIVE MAP	1,5,6,7,8,10,13	9. Sign Information: dimensions, location, colors, materials, etc.
GENERAL PLAN AMENDMENT	10 & 13	10. Environmental Document: a. Categorical Exemption - no document required b. Negative Declaration (ND) - 12 copies (see below) c. Environmental Impact Report (EIR) - 27 copies which must be three-hole punched and in report binders.
EXEMPTIONS/MODIFICATIONS	Check with Planning Staff	11. Names, addresses and signatures of at least three representatives involved in the design of the project from the following professions: Architecture, Landscape Architecture, Civil Engineering, and Landplanning.
SITE DEVELOPMENT (BoZA)	2,3,6,8,10,13	12. Grading plan showing existing and proposed contours.
SITE DEVELOPMENT (PC)	2,3,5,6,8,10,12,13	13. Fee deposit - check or money order made payable to the City of San Mateo.

Submission of Plans

So that plans can be microfilmed and processed on our printer/reader, all plans submitted to the Planning Division should not be larger than 30" x 42". Please trim all excess edges.

It is requested that the following appear on each sheet in the lower right-hand corner:

- The name and address of the project
- The name of the applicant
- A vacant area 3" x 4" for the use of the Planning Division for official stamps and notations.

REQUIREMENTS OF A NEGATIVE DECLARATION

NEGATIVE DECLARATION REQUIRED. The applicant shall prepare or have prepared a negative declaration for any project which could potentially have a significant effect on the environment, but which the City feels will not have a significant effect on the environment. The negative declaration should normally not exceed one page in length and must include the following information:

- A brief description of the project as proposed, such as the address and type of application(s),
- A finding that "the project will not have a significant effect on the environment",
- A brief statement of environmental concerns and the reasons to support the findings,
- A statement indicating who prepared the negative declaration,
- The applicant's signature and date of the signing.

The Negative Declaration is distributed for public reference and shall be complete and accurate. It must contain enough information about the proposed project to allow for review and evaluation without additional material, i.e. it must be able to stand on its own without referring to the planning application file.

For additional information regarding the processing of a Negative Declaration, see San Mateo EIR Guidelines.

NOTE: An Environmental Assessment Form should be completed for each project. For assistance with this form and guidelines to the preparation of an EIR, please contact the Environmental Planner at the DCD/PLANNING number listed below.

PLANNING APPLICATION SCHEDULE*

- Submittal Deadline** - Applications must be submitted complete in all details and with the payment of fee deposit by no later than 5:00 P.M. of any Tuesday to be placed on the following week's regular or tentative agenda.
- Board Review** - The Board of Zoning Adjustments (BoZA) meets at 9:00 A.M. every Tuesday in the Public Service Conference Room at City Hall. If completed applications are submitted by the deadline and no environmental document is required, such applications are reviewed on the following Tuesday; applications requiring an environmental document are reviewed two weeks after the submittal deadline.
- Public Hearing** - Public Hearings are held by the Planning Commission (PC) on the fourth Monday of every month. Planning applications are scheduled for such hearings only if: a) BoZA has completed its review, b) the Planning Commission agenda hearing item limit has not been exceeded, and c) the item has been properly noticed.
- City Council** - Applications may be heard by the Council at their regular meeting on the first and third Mondays of the month if the Planning Commission has completed its review and the item has been properly noticed.

* Check with Planning staff for holiday schedule.

VI. DEPARTMENT PHONE NUMBERS

Most questions related to the application processing and review should be directed to the Department of Community Development/Planning Division. However, specific concerns can be addressed directly through the appropriate department at the numbers listed below.

PARKS (Landscaping) - 574-6740	DCD/PLANNING - 574-6770 Planning Applications Zoning Information Environmental Documents	DCD/BUILDING - 574-6750 Building Code permits, fees, plan checking & signs	PUBLIC WORKS - 574-6790 (Engineering & Traffic) FIRE (Safety) - 574-6905	POLICE (Security) - 574-6810
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VII. FOR STAFF USE ONLY

Application Received By	Date Received	BOZA	Review Schedule Planning Commission	City Council

CITY OF SAN MATEO
DEPARTMENT OF COMMUNITY DEVELOPMENT
ENVIRONMENTAL ASSESSMENT FORM
(Pursuant to Public Resources Code Section 21000 et seq.)

EA No. _____

Based on the project information submitted in Section 1 General Data, the Planning Staff will use Section 2 Exemption to determine the specific type of exemption that applies.

SECTION 2. EXEMPTION - - - to be completed by the PLANNING STAFF

Name of project or applicant _____

A. Ministerial Project ☐ involving only the use of fixed standards or objective measurements without personal judgment.

B. Categorical Exemption

- | | |
|---|---|
| <input type="checkbox"/> 1. Existing facility | <input type="checkbox"/> 11. Accessory structures |
| <input type="checkbox"/> 2. Replacement or reconstruction | <input type="checkbox"/> 12. Surplus governmental property sales |
| <input type="checkbox"/> 3. New construction of small structure | <input type="checkbox"/> 13. Acquisition of lands for wild-life conservation purposes. |
| <input type="checkbox"/> 4. Minor alterations to land | <input type="checkbox"/> 14. Minor additions to schools |
| <input type="checkbox"/> 5. Alterations in land use limitation | <input type="checkbox"/> 15. Functional equivalent of an EIR |
| <input type="checkbox"/> 6. Information Collection | <input type="checkbox"/> 16. Transfer of ownership of land in order to create parks. |
| <input type="checkbox"/> 7. Actions by regulatory agencies for protection of natural resources. | <input type="checkbox"/> 17. Open space contracts or easements. |
| <input type="checkbox"/> 8. Actions by regulatory agencies for protection of the environment | <input type="checkbox"/> 18. Designation of wilderness areas. |
| <input type="checkbox"/> 9. Inspection | <input type="checkbox"/> 19. Annexations of existing facilities and lots for exempt facilities. |
| <input type="checkbox"/> 10. Loans | <input type="checkbox"/> 20. Changes in organization of local agencies. |

C. Emergency Project ☐ involving a sudden, unexpected occurrence, with a clear and imminent danger, demanding action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services.

D. Comments: _____

Signature and date: _____

Name and Title: _____

CITY OF SAN MATEO
DEPARTMENT OF COMMUNITY DEVELOPMENT
ENVIRONMENTAL ASSESSMENT FORM
(Pursuant to Public Resources Code Section 21000 et sec.)

EA No. _____

Based on the project information submitted in Section 1 General Data, the Planning Staff will use Section 3, Initial Study, to determine whether a Negative Declaration or an Environmental Impact Report is required.

SECTION 3. INITIAL STUDY - - - to be completed by the PLANNING STAFF

Name of Project or Applicant: _____

A. ENVIRONMENTAL SETTING - Description of project site before the project, including information on: topography; soil stability; plants and animals; historical, cultural, and scenic aspects; existing structures; and use of structures _____

Description of surrounding properties, including information on: plants and animals; historical, cultural, and scenic aspects; type and intensity of land use; and scale or development. _____

B. ENVIRONMENTAL IMPACTS - Factual explanations of all answers except "no" are required on attached sheets.

COMPONENT	IMPACTS	SCALE OF IMPACT						
		NO	QUALIFIED NO	YES				UNKNOWN
				MINOR	MODERATE	MAJOR	VIOLATION	
1.0 WATER								
1.1 Hydrologic Balance	Will construction of the project alter the hydrologic balance?							
1.2 Ground Water	Will the project affect the quality or quantity of ground water supplies?							
1.3 Depth to Water Table	Will the rate of water withdrawal change the depth or gradient of the water table?							
1.4 Drainage and Channel Form	Will construction impede the natural drainage pattern or cause alteration of stream channel form?							
1.5 Sedimentation	Will construction in an area result in major sediment influx into adjacent water bodies?							
1.6 Flooding	Will there be risk of loss of life or property due to flooding?							

COMPONENT	IMPACTS	SCALE OF IMPACT						
		NO	QUALIFIED NO	YES				UNKNOWN
				MINOR	MODERATE	MAJOR	VIOLATION	
1.7 Water Quality	Does drinking water supply fail to meet state and federal standards? Will sewage be inadequately accommodated and treated? Will receiving waters fail to meet local, state and federal standards? Will ground water suffer contamination by surface seepage, intrusion of salt or polluted water from adjacent water bodies or from another contaminated aquifer?							
2.0 AIR								
2.1 Air Pollution	Will there be generation and dispersion of pollutants by project related activities or in proximity to the project which will exceed state or national air quality standards?							
2.2 Wind Alteration	Will structure and terrain impede prevailing wind flow causing channeling along certain corridors or obstruction of wind movements?							
3.0 EARTH								
3.1 Slope Stability	Are there potential dangers related to slope failures?							
3.2 Foundation Support	Will there be risk to life or property because of excessive deformation of materials?							
3.3 Consolidation	Will there be risk to life or property because of excessive consolidation of foundation materials?							
3.4 Subsidence	Is there risk of major ground subsidence associated with the project?							
3.5 Seismic Activity	Is there risk of damage or loss resulting from earthquake activity?							
3.6 Liquefaction	Will the project cause or be exposed to liquefaction of soils in slopes or under foundations?							
3.7 Erodibility	Will there be substantial loss of soil due to construction practices?							
3.8 Permeability	Will the permeability of soils associated with the project present adverse conditions relative to development of wells?							
3.9 Unique Features	Will any unique geological features be damaged or destroyed by project activities?							
3.10 Mineral Resources	Are there geologic deposits of potential commercial value close to the project?							
4.0 PLANTS AND ANIMALS								
4.1 Plant and Animal Species	Are there rare or endangered species present? Are there species present which are particularly susceptible to impact from human activity? Is there vegetation present, the loss of which will deny food or habitat to important wildlife species? Are there nuisance species of plant or animals for which conditions will be improved by the project?							
4.2 Vegetative Community Types	Are there any unusual populations of plants that may be of scientific interest? Are there vegetative community types which are particularly susceptible to impact from human activity? Are there major trees or major vegetation that will be adversely affected by the project? Are there vegetative community types present, the loss of which will deny food or habitat to important wildlife species, or to a substantial number of different animals?							
4.3 Diversity	Is there substantial diversity in the natural community as reflected in the number and type of plant or animal species present or the three-dimensional arrangement of plant species present?							

COMPONENT	IMPACTS	SCALE OF IMPACT						
		NO	QUALIFIED NO	YES				UNKNOWN
				MINOR	MODERATE	MAJOR	VIOLATION	
5.0 <u>FACILITIES AND SERVICES</u>								
5.1 Educational Facilities	Will projected enrollments adversely affect the existing or proposed facilities in terms of spacing for all activities, including classrooms, recreational areas, and staffing needs? Will the project impact the pupil/teacher ratio so as to impede the learning process? Is the school located such that it presents a hardship for a portion of the enrollment in terms of travel time, distance, or safety hazards?							
5.2 Commercial Facilities	Will there be an inadequate supply of and access to commercial facilities for the project?							
5.3 Liquid Waste Disposal	Are provisions for sewage capacity inadequate for the needs of the project without exceeding quality standards? Will the project be exposed to nuisances and odors associated with wastewater treatment plants?							
5.4 Solid Waste Disposal	Is there inadequate provision for disposal of solid wastes generated by the project?							
5.5 Water Supply	Is there inadequate quantity or quality of water supply to meet the needs of the project?							
5.6 Storm Water Drainage	Will storm water drainage be inadequate to prevent downstream flooding and to meet Federal State and local standards?							
5.7 Police	Will the project's additional population, facilities, or other features generate an increase in police services or create a police hazard?							
5.8 Fire	Will the project's additional population, facilities, or other features generate an increase in fire services or create a fire hazard?							
5.9 Recreation	Will the project have inadequate facilities to meet the recreational needs of the residents?							
5.10 Cultural Facilities	Will cultural facilities be unavailable to the project residents?							
6.0 <u>TRANSPORTATION</u>								
6.1 Transportation Facilities	Are the traffic demands on adjacent roads currently at or above capacity? If not, will the traffic generated by the project cause the adjacent roads to reach or exceed capacity? Are the other transportation facilities which serve the project inadequate to accommodate the project's travel demands?							
6.2 Circulation Conflicts	Will design of the project or conditions in the surrounding area increase accidents due to circulation conflicts?							
6.3 Road Safety and Design	Will project residents and users be exposed to increased accident risks due to roadway and street design or lack of traffic controls?							
7.0 <u>HEALTH</u>								
7.1 Odors	Will the project be exposed to or generate any intense odors?							
7.2 Crowding and Density	Will the residents and users be exposed to crowding or high density in their physical living environment?							
7.3 Nuisances	Will the project be exposed to or generate factors that may be considered as nuisances?							
7.4 Structural Safety	Will design and proposed construction techniques fail to meet state and local building codes?							
8.0 <u>NOISE</u>								
8.1 Noise Levels	Will the project be exposed to or generate adverse noise levels?							
8.2 Vibrations	Will the project be exposed to vibrations annoying to humans?							

COMPONENT	IMPACTS	SCALE OF IMPACT						
		NO	QUALIFIED NO	YES				UNKNOWN
				MINOR	MODERATE	MAJOR	VIOLATION	
9.0 <u>COMMUNITY CHARACTER</u>								
9.1 Community Organization	Will the project disrupt an existing set of organizations or groups within the community?							
9.2 Homogeneity and Diversity	Will the project change the character of the community in terms of distribution or concentration of income, ethnic, housing, or age group?							
9.3 Community Stability and Physical Conditions	Will the project be exposed to or generate an area of poor stability and physical conditions?							
10.0 <u>VISUAL QUALITY</u>								
10.1 Views	Will residents of the surrounding area be adversely affected by views of or from the project?							
	Will the project residents be adversely affected by views of or from the surrounding area?							
10.2 Shadows	Will the project be exposed to or generate excessive shadows?							
11.0 <u>HISTORIC AND CULTURAL RESOURCES</u>								
11.1 Historic and Cultural Resources	Will the project involve the destruction or alteration of a historic resource?							
	Will the project result in isolation of a historic resource from its surrounding environment?							
	Will the project introduce physical, visual, audible or atmospheric elements that are not in character with a historic resource or its setting?							
11.2 Archaeological Sites and Structures	Will the project involve the destruction or alteration of an archaeological resource?							
	Will the project result in isolation of an archaeological resource?							
	Will the project introduce physical, visual, audible or atmospheric elements that are not in character with an archaeological resource or its setting?							
12.0 <u>ENERGY</u>								
12.1 Energy Requirements	Are there potential problems with the supply of energy required for the project?							
	Will the energy requirements exceed the capacity of the service utility company?							
	Will there be a net increase in energy used for the project compared to the no project alternative?							
12.2 Conservation Measures	Does the project planning and design fail to include available energy conservation measures?							
13.0 <u>LAND USE</u>								
13.1 Site Hazards	Do conditions of the site, proposed site development, or surrounding area create potentially hazardous situations?							
13.2 Physical Threat	Will the project or the surrounding area create a feeling of insecurity and physical threat among the residents and users?							
13.3 Sanitary Landfill	Will the project be exposed to structural damage, noise, air, or surface and ground water pollution or other nuisances associated with a sanitary landfill?							
13.4 Waterways	Will the project affect an existing waterway through filling, dredging, draining, culverting, waste discharges, loss of visual quality or other land use practices?							
13.5 Shoreline	Will the project affect the shoreline through filling, dredging, draining, waste discharges, loss of visual quality or other land use practices?							

COMPONENT	IMPACTS	SCALE OF IMPACT						
		NO	QUALIFIED NO	YES				UNKNOWN
				MINOR	MODERATE	MAJOR	VIOLATION	
14.0 <u>GENERAL PLAN</u>	Is the project inconsistent with the letter or intent of any portion of the General Plan? (see below)							
	14.1 Housing and Land Use Element							
	14.2 Circulation Element							
	14.3 Open Space and Conservation Element							
	14.4 Parks and Recreation Element							
	14.5 Public Buildings and Facilities Element.....							
	14.6 Environmental Resources Management Element...							
	14.7 Shoreline Park Specific Plan							
	14.8 Laredo Specific Plan							
	14.9 Mariner's Island Specific Plan							
	14.10 Downtown Specific Plan							
<u>Other Environmental Components:</u>								

C. MANDATORY FINDINGS OF SIGNIFICANCE

- (1) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods or California history or prehistory?
- (2) Does the project have the potential to achieve short-term, to the disadvantage of long-term, environmental goals?
- (3) Does the project have impacts which are individually limited but cumulatively considerable? (A project may impact on two or more separate resources where the impact on each resource is relatively small, but where the effect of the total of those impacts on the environment is significant.)
- (4) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?

NO	QUALIFIED	YES	UNKNOWN
	NO		

D. MITIGATION MEASURES - Discussion of the ways to mitigate the significant effects identified, if any: _____

E. DETERMINATION - On the basis of this initial evaluation:

☐ The City of San Mateo finds that there will not be any significant effect. The particular characteristics of this project and the mitigation measures incorporated into the design of the project provide the factual basis for the finding. A NEGATIVE DECLARATION IS REQUIRED.

☐ The City of San Mateo finds that the proposed project MAY have a significant effect on the environment. AN ENVIRONMENTAL IMPACT REPORT IS REQUIRED**

Signature and date: _____

Name and title: _____

****NOTE:** Where a project is revised in response to an Initial Study so that potential adverse effects are mitigated to a point where no significant environmental effects would occur, a revised Initial Study will be prepared and a Negative Declaration will be required instead of an EIR.



WELCOME

to a meeting of the SAN MATEO BOARD OF ZONING ADJUSTMENTS (BoZA)

Board of Zoning Adjustment Meetings are held every Tuesday at 9:00 A.M. in the Public Services Conference Room

(Special meetings on other dates are occasionally scheduled. Because of some holidays, several Tuesday meetings are cancelled during the year. See the precise meeting calendar available at the Planning Counter.,

The Board of Zoning Adjustments includes staff representatives from various City Departments involved in different aspects of the development process. This Board offers an applicant the opportunity for a single, coordinated staff review, rather than the time consuming and often conflicting department-by-department approval for a project.

***** Meeting agenda copies are available at Planning Counter *****

TO REVIEW AN ITEM PRIOR TO A MEETING: Agenda copies and complete application files for regular hearings are available from one to two weeks in advance at the Department of Community Development in City Hall

Our public libraries also supply advance information; environmental documents (when applicable) and agendas are available for your reference at the Main Library downtown, Hillsdale Branch and Marina Branch.

PURPOSE OF THE BOARD OF ZONING ADJUSTMENT: The Board of Zoning Adjustment is established by the City Council and its duties are outlined in the Zoning Ordinance. Representatives from the Planning, Building, Parks and Recreation, Public Works, Police, and Fire sit on the Board because all these departments or divisions are involved in different aspects of the development process. The Board offers an applicant the opportunity for a single coordinated staff review, rather than the time consuming and potentially conflicting department-by-department approval of a project.

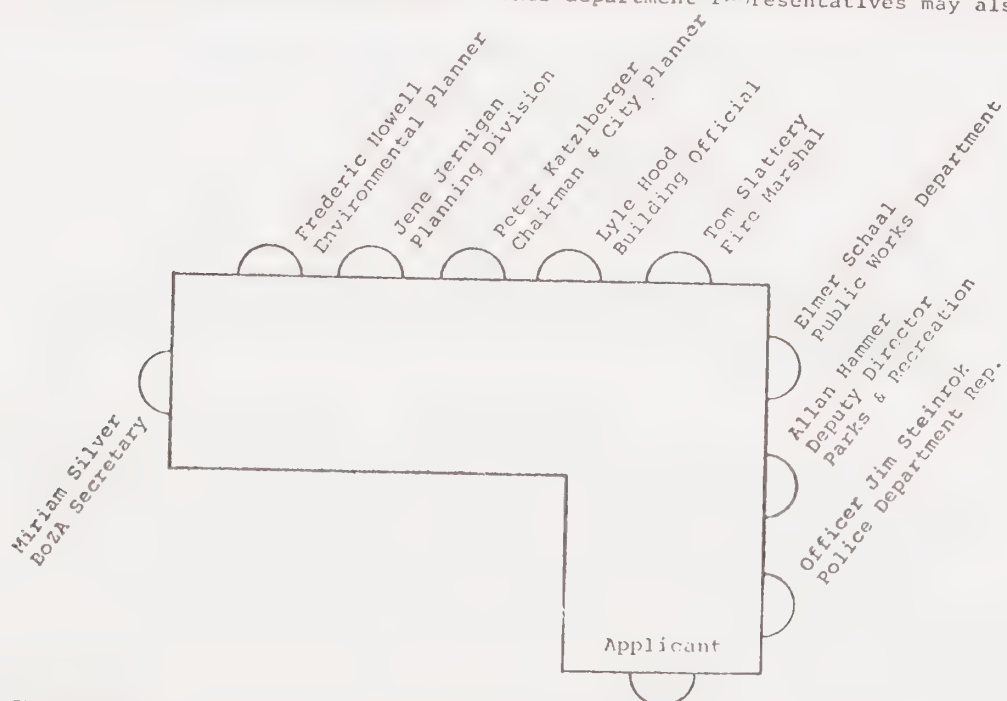
The Board's main function is to review development proposals for technical requirements of City ordinances and policies and to insure that normal conditions of development are complied with.

NATURE OF THE MEETING: The Board of Zoning Adjustment is not set up to conduct public hearings in the fashion of the Planning Commission or the City Council where public debate is appropriate. Rather, the Board conducts meetings which are intended to produce information concerning projects and ascertain compliance with codes.

For projects which generate public interest and citizens appear to make their feelings known, the Board will accommodate comments and incorporate them in the record as appropriate primarily to furnish such comments as information to the Planning Commission and the City Council

BOARD RECORD: A summary of the meeting including conditions of approval and pertinent factual data for each item acted upon by the Board is prepared for distribution on Friday following the meeting. Copies of the Board Record are available at the Planning Division.

SEATING CHART For Board of Zoning Adjustments members is shown below: The names shown are those of persons most frequently sitting on the Board. Other department representatives may also sit on the Board



FOR FURTHER INFORMATION: More data about community development matters, hearing or study items, zoning, or the City's General Plan is available through phone calls or visits to the

DEPARTMENT OF COMMUNITY DEVELOPMENT
Planning Division
330 West Twentieth Avenue
574-6770

APPLICATION TO THE PLANNING AGENCY OF THE CITY OF DALY CITY

Date Submitted _____

TYPE OF ENTITLEMENT	NUMBER	FEE
Use Permit _____	_____	\$20.00
Variance _____	_____	25.00
Zone Change _____	_____	50.00
Parcel Map _____	_____	25.00
Tentative Subdivision _____	_____	50.00
Environmental Impact Report _____	_____	10.00 - 25.00 - 75.00
		Total Fee _____

APPLICANT: Name _____ Telephone _____

Address _____

If agent, indicate client's name if different from owner _____

RECORD OWNER: Name _____

Address _____

Owner's Authorization of Subject Application _____

PROPERTY: Address _____

Legal description (lot, block and subdivision or attach metes and bounds) _____

PURPOSE AND DESCRIPTION OF PROJECT: _____

IF ZONE CHANGE: From _____ District to _____ District

IF VARIANCE: Specify Exceptional Conditions Warranting a Variance from Section _____ of Ordinance 635 _____

APPLICATION: I, the undersigned applicant, hereby apply for a _____ and an Environmental Impact Report Initial Review, as set forth in above information, and further certify that the above information, to the best of my knowledge, is true and correct.

Signature _____

PLANS: Three copies of a site plan, plus one copy of all floor plans, and exterior elevations necessary to show clearly the proposed use. All plans shall be drawn to scale and shall be at least 8-1/2" x 11" in size.

IF SUBDIVISION: Submit 30 copies of Tentative Map, plus a subdivision statement per Chapter 26-8 of the City Code of Daly City.

IF ZONE CHANGE: Submit title report.

EXHIBIT C

DALY CITY ENVIRONMENTAL REVIEW - CEQA
INITIAL STUDY

I. BACKGROUND

1. Name of Proponent _____
2. Address and Phone Number of Proponent: _____

3. Date of Checklist Submitted _____
4. Agency Requiring Checklist _____
5. Name of Proposal, if applicable _____

II. ENVIRONMENTAL IMPACTS

(Explanations of all "yes" and "maybe" answers are required on attached sheets.)

	<u>YES</u>	<u>MAYBE</u>	<u>NO</u>
1. <u>Earth.</u> Will the proposal result in:			
a. Unstable earth conditions or in changes in geologic substructures?	_____	_____	_____
b. Disruptions, displacements, compaction or overcovering of the soil?	_____	_____	_____
c. Change in topography or ground surface relief features?	_____	_____	_____
d. The destruction, covering or modification of any unique geologic or physical features?	_____	_____	_____
e. Any increase in wind or water erosion of soils, either on or off the site?	_____	_____	_____
f. Changes in deposition or erosion of beach sands, or changes in siltation, deposition or erosion which may modify the channel of a river or stream or the bed of the ocean or any bay, inlet or lake?	_____	_____	_____

	<u>YES</u>	<u>MAYBE</u>	<u>NO</u>
g. Exposure of people or property to geologic hazards such as earthquakes, landslides, mudslides, ground failure, or similar hazards?	_____	_____	_____
2. <u>Air.</u> Will the proposal result in:			
a. Substantial air emissions or deterioration of ambient air quality?	_____	_____	_____
b. The creation of objectionable odors?	_____	_____	_____
c. Alteration of air movement, moisture or temperature, or any change in climate, either locally or regionally?	_____	_____	_____
3. <u>Water.</u> Will the proposal result in:			
a. Changes in currents, or the course or direction of water movements, in either marine or fresh waters?	_____	_____	_____
b. Changes in absorption rates, drainage patterns, or the rate and amount of surface water runoff?	_____	_____	_____
c. Alterations to the course or flow of flood waters?	_____	_____	_____
d. Change in the amount of surface water in any water body?	_____	_____	_____
e. Discharge into surface waters, or in any alteration of surface water quality, including but not limited to temperature, dissolved oxygen or turbidity?	_____	_____	_____
f. Alteration of the direction or rate of flow of ground waters?	_____	_____	_____
g. Change in the quantity of ground waters, either through direct additions or withdrawals, or through interception of an aquifer by cuts or excavations?	_____	_____	_____

	<u>YES</u>	<u>MAYBE</u>	<u>NO</u>
h. Substantial reduction in the amount of water otherwise available for public water supplies?	_____	_____	_____
i. Exposure of people or property to water related hazards such as flooding or tidal waves?	_____	_____	_____
4. <u>Plant Life.</u> Will the proposal result in:			
a. Change in the diversity of species, or number of any species of plants (including trees, shrubs, grass, crops, microflora and aquatic plants)?	_____	_____	_____
b. Reduction of the numbers of any unique, rare or endangered species of plants?	_____	_____	_____
c. Introduction of new species of plants into an area, or in a barrier to the normal replenishment of existing species?	_____	_____	_____
d. Reduction in acreage of any agricultural crop?	_____	_____	_____
5. <u>Animal Life.</u> Will the proposal result in:			
a. Change in the diversity of species, or numbers of any species of animals (birds, land animals including reptiles, fish and shellfish, benthic organisms, insects or microfauna)?	_____	_____	_____
b. Reduction of the numbers of any unique, rare or endangered species of animals?	_____	_____	_____
c. Introduction of new species of animals into an area, or result in a barrier to the migration or movement of animals?	_____	_____	_____
d. Deterioration to existing fish or wildlife habitat?	_____	_____	_____

	<u>YES</u>	<u>MAYBE</u>	<u>NO</u>
6. <u>Noise.</u> Will the proposal result in:			
a. Increases in existing noise levels?	_____	_____	_____
b. Exposure of people to severe noise levels?	_____	_____	_____
7. <u>Light and Glare.</u> Will the proposal produce new light or glare?	_____	_____	_____
8. <u>Land Use.</u> Will the proposal result in a substantial alteration of the present or planned land use of an area?	_____	_____	_____
9. <u>Natural Resources.</u> Will the proposal result in:			
a. Increase in the rate of use of any natural resources?	_____	_____	_____
b. Substantial depletion of any nonrenewable natural resource?	_____	_____	_____
10. <u>Risk of Upset.</u> Does the proposal involve a risk of an explosion or the release of hazardous substances (including, but not limited to, oil, pesticides, chemicals or radiation) in the event of an accident or upset conditions?	_____	_____	_____
11. <u>Population.</u> Will the proposal alter the location, distribution, density, or growth rate of the human population of an area?	_____	_____	_____
12. <u>Housing.</u> Will the proposal affect existing housing, or create a demand for additional housing?	_____	_____	_____
13. <u>Transportation/Circulation.</u> Will the proposal result in:			
a. Generation of substantial additional vehicular movement?	_____	_____	_____

	<u>YES</u>	<u>MAYBE</u>	<u>NO</u>
b. Effects on existing parking facilities, or demand for new parking?	_____	_____	_____
c. Substantial impact upon existing transportation systems?	_____	_____	_____
d. Alterations to present patterns of circulation or movement of people and/or goods?	_____	_____	_____
e. Alterations to waterborne, rail or air traffic?	_____	_____	_____
f. Increase in traffic hazards to motor vehicles, bicyclists or pedestrians?	_____	_____	_____
14. <u>Public Services.</u> Will the proposal have an effect upon, or result in a need for new or altered governmental services in any of the following areas:			
a. Fire protection?	_____	_____	_____
b. Police protection?	_____	_____	_____
c. Schools?	_____	_____	_____
d. Parks or other recreational facilities?	_____	_____	_____
e. Maintenance of public facilities, including roads?	_____	_____	_____
f. Other governmental services?	_____	_____	_____
15. <u>Energy.</u> Will the proposal result in:			
a. Use of substantial amounts of fuel or energy?	_____	_____	_____
b. Substantial increase in demand upon existing sources of energy, or require the development of new sources of energy?	_____	_____	_____

	<u>YES</u>	<u>MAYBE</u>	<u>NO</u>
16. <u>Utilities.</u> Will the proposal result in a need for new systems, or substantial alterations to the following utilities:			
a. Power or natural gas?	_____	_____	_____
b. Communications systems?	_____	_____	_____
c. Water?	_____	_____	_____
d. Sewer or septic tanks?	_____	_____	_____
e. Storm water drainage?	_____	_____	_____
f. Solid waste and disposal?	_____	_____	_____
17. <u>Human Health.</u> Will the proposal result in:			
a. Creation of any health hazard or potential health hazard (excluding mental health)?	_____	_____	_____
b. Exposure of people to potential health hazards?	_____	_____	_____
18. <u>Aesthetics.</u> Will the proposal result in the obstruction of any scenic vista or view open to the public, or will the proposal result in the creation of an aesthetically offensive site open to public view?	_____	_____	_____
19. <u>Recreation.</u> Will the proposal result in an impact upon the quality or quantity of existing recreational opportunities?	_____	_____	_____
20. <u>Archeological/Historical.</u> Will the proposal result in an alteration of a significant archeological or historical site, structure, object or building?	_____	_____	_____

YES MAYBE NO

21. Mandatory Findings of Significance.

(a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?

b. Does the project have the potential to achieve short-term, to the disadvantage of long-term, environmental goals? (A short-term impact on the environment is one which occurs in a relatively brief, definitive period of time while long-term impacts will endure well into the future.)

c. Does the project have impacts which are individually limited, but cumulatively considerable? (A project may impact on two or more separate resources where the impact on each resource is relatively small, but where the effect of the total of those impacts on the environment is significant.)

d. Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?

III. DISCUSSION OF ENVIRONMENTAL EVALUATION

IV. DETERMINATION
(To be completed by the Lead Agency)

On the basis of this initial evaluation:

- ☐ I find the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- ☐ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because the mitigation measures described on an attached sheet have been added to the project. A NEGATIVE DECLARATION WILL BE PREPARED.
- ☐ I find the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

Date _____

(Signature)

For _____

APPENDIX E

I. San Mateo

- 1) Encroachment Permit - Issued by the Public Works Division to assure proper construction of connections of existing water, sewer, and storm systems in a public right of way.
- 2) Building Permit - Issued by the Building Division to assure that the development conforms with structural specifications as set forth in the Uniform Building Code.
- 3) Plumbing Permit - Issued by the Building Division to assure that all plumbing work conforms with the standards set forth in the Uniform Plumbing Code.
- 4) Electrical Permit - Issued by the Building Division to assure that all electrical work conforms with the standards set forth in the National Electric Code.
- 5) Mechanical Permit - Issued by the Building Division to assure that the heating, ventilation and air conditioning systems meet the standards of the Uniform Mechanical Code.

The permits mentioned are all embodied in the San Mateo Municipal Code and each have separate fees. The main application form is the Building Permit form and it contains separate sections on it for the Plumbing, Electrical, and Mechanical Permits (#3-5).

II. Daly City

- 1) Grading Permit - Issued by the Engineering Division to allow the developer to remove earth and grade the site.
- 2) Street Opening and Sidewalk Permit - Issued by the Engineering Division to allow work to be done in a public right of way.
- 3) Building Permit - Issued by the Building Division to assure that the development conforms to the structural specifications as set forth in the Uniform Building Code (Daly City Code, Chapter 8).
- 4) Plumbing Permit - Issued by the Building Division to assure that all plumbing conforms with the standards set forth in the Uniform Plumbing Code (Daly City Code, Chapter 21).

5) Mechanical Permit - Issued by the Building Division to assure that the heating, ventilation and air conditioning systems meet the standards set forth in the Uniform Mechanical Code (Daly City Code, Chapter I5-A).

6) Electrical Permit - Issued by the Electrical Division to assure that all electrical work conforms with the National Electrical Code (Daly City Code, Chapter I0).

7) Gas Appliance Permit - Issued by the Building Division to assure that gas appliances meet the standards set forth in the Uniform Housing Code (Daly City Code, Chapter I4-A).

III. Redwood City

1) Architectural Permit - Issued by the Planning Department upon approval by the Architectural Committee; certifies that the design is suitable for construction.

2) Temporary Permit for Work in a Public Right of Way - Issued by the Building Division to allow the developer to make necessary connections and perform work on a city throughfare.

3) Building Permit - Issued by the Building Department to assure conformance with structural specifications as set forth in the Uniform Building Code.

4) Electrical Permit - Issued by the Building Department to assure that the development conforms to standards set forth in the National Electric Code.

5) Plumbing - Mechanical Permit - Issued by the Building Department to assure that all plumbing conforms to the standards of the Uniform Plumbing Code and that all heating, ventilation and air conditioning systems meet standards as set forth in the Uniform Mechanical Code.

Each permit has a separate application form and a separate fee.

IV. Foster City

- 1) Grading Permit - Issued by the Building Department (although in other jurisdictions this permit is sometimes handled by Public Works) to assure proper runoff and drainage plans for the development.
- 2) Construction Permit - Issued by the Public Works Department to assure proper construction of water, sewer and storm systems on private property.
- 3) Encroachment Permit - Issued by the Public Works Department to assure proper construction of connections to existing water, sewer and storm systems in a public right of way.
- 4) Building Permit - Issued by the Building Department to assure that the development conforms with the Uniform Building Code.
- 5) Plumbing Permit - Issued by the Building Department to assure that the development conforms with standards from the Uniform Plumbing Code.
- 6) Electrical Permit - Issued by the Building Department to assure that the electrical system of the development meets the standards of the National Electric Code.
- 7) Mechanical Permit - Issued by the Building Department to assure that the heating, ventilation and air conditioning systems meet the standards of the Uniform Mechanical Code.

The permits mentioned above are all embodied in the Foster City Municipal Code. There is a separate application and a separate fee for each. In addition to these permits, the Building Department is charged with enforcing the standards set forth in state laws dealing with facilities for the handicapped (special ramps, toilets, etc.) and dealing with energy conservation (adequate insulation, etc.).

BUILDING PERMIT APPLICATION

330 W. 20th Avenue, San Mateo, Ca. 94403 Ph. 574-6750

Building Division — Department of Community Development

Applicant to fill in — Use typewriter or ballpoint pen — Press Firmly

Legal	Address _____	VALUATION	★ ★ FEES ★ ★		Building Permit Number	
	Assessor's Parcel _____		Bldg. Permit	336-00		Received by _____ Date _____ Date Issued _____
	Subdivision _____		Pl. Check	336-05		
Owner	Name _____	ELECTRICAL	Out. _____ Fix. _____ Range _____	Brief description of project		
	Address _____		Mtrs. _____ Furn. _____ Sv. _____			
	City _____ Tel. No. _____		Heat _____ Dryer _____ Oven _____			
Contractor	Name _____	MECHANICAL	Contr. _____	APPROVALS		
	Address _____		Furn. _____ Boiler _____ Fans _____			
	City _____ Tel. No. _____		Comp. _____ Hood _____			
Arch or Eng	Name _____	PLUMBING	A/C _____	File No. _____ Date _____		
	Address _____		Contr. _____	Public Wks. _____ Date _____		
	City _____ Tel. No. _____		TOTAL 336-01	Park _____ Date _____		
Lender	Name _____	MECHANICAL	Contr. _____	Health _____ Date _____		
	Address _____		TOTAL 336-02	Fire _____ Date _____		
	City _____ Tel. No. _____		Fix. _____ Sewer _____ W/H _____	Bldg. _____ Date _____		
CLASS OF WORK			PLUMBING			
New	1	Repair	2	I hereby certify that I have read this application and it is correct. I agree to comply with all City and State Laws regulating building construction including the California State Workmen's Compensation Laws.		
Alteration	3	Addition	4			
Move	5	Demolish	6			
Other	7					
SPECIAL INFORMATION			PLUMBING			
Occupancy _____			This permit becomes null and void if work is not commenced within 120 days from date of issuance, or if work is suspended at any time for more than 120 days or if work is done in violation of any City or State Laws relating thereto.			
Dwlg units _____ Total units _____						
Fire Zone _____ Land Zone _____						
Type Const _____ Structural Type _____						
First Floor Area _____			Owner Builder _____			
Gar. Area _____ Total Area _____						
Stories _____ Ht. in feet _____						
No. acc. bldgs. _____ Total acc. area _____						
Bedrooms: Total _____ Prev. _____			By _____			
Baths: Full & Ptl. _____ Fixt. _____						
Parking Req'd _____ Provided _____						

— VALIDATION —

When properly validated this is your receipt and permit.

Final Inspection and Occupancy Certificate must be approved prior to occupancy.

★ SEE CITY ORDINANCES FOR COMPLETE FEE SCHEDULES

APPLICATION FOR PERMIT — SUBCONTRACT

330 W. 20th Avenue, San Mateo, Ca. 94403 Ph. 574-6750

Building Division — Department of Community Development

Applicant to fill in — Use typewriter or ballpoint pen — Press Firmly

Job Location _____ Bldg. Permit No. _____

Owner or Contractor _____

Name

Address

Subcontractor _____

Name

Address

State Lic.

City Lic.

ELECTRICAL FEES ★

Qty.

Amt.

Permit _____

Service _____

Res. Minimum Fee _____

Bus. Duct _____

Outlets _____

Fixtures _____

Incad. _____

Fluorescent _____

Res. Sq. Footage _____

Range _____

Oven _____

Dryer—domestic _____

Mt'rs _____

to 10 H.P. _____

over 10 H.P. _____

Mtr./Gen. Set _____

Transformers _____

Rectifier _____

Coin-op: _____

Washing Machine _____

Dryer _____

Dry Cleaner _____

Heat/kw _____

Temp. Lites _____

Festoon Liting _____

Sign Circuit _____

Interior Signs _____

Reinspection Fee _____

Non-prescrib. Fee _____

Special Circuits _____

MECHANICAL FEES ★

Qty.

Amt.

Permit _____

Furnace _____

Blower/Gravity _____

Furnace _____

Floor/Wall/Suspended _____

Boiler _____

Fan Unit _____

Evaporative Cooler _____

Hood—Commercial _____

Duct Extension _____

SIGN PERMIT FEES ★

Type

Amt.

Illuminated _____

Non-Illuminated _____

Painted _____

Area per sign _____

Transformers _____

Permit _____

TOTAL
ELEC.

336-01

TOTAL
THIS PERMIT

336-03

Building

By

Date

— VALIDATION —

When properly validated this is your receipt and permit.

★ SEE CITY ORDINANCES
FOR COMPLETE FEE SCHEDULES

BOARD OF ZONING ADJUSTMENTS

City of San Mateo, California

Meeting of April 19, 1977

ITEM 1

PA75-17a MARGARET WOLFE, subdivision, 3335 thru 3385 La Selva
(CP40-163-15)

A. Parcel Map (PAR5-4/77) to subdivide an existing development.

Project has been granted a Categorical Exemption concerning environmental impact.

Property is 82,576 sq.ft., mol, Lots 10, 11, and S.E'ly 83.25 ft. by 208 ft. ptn. of Lot 9, Block 3, Los Prados Unit #5.

APPLICANT & OWNER: Margaret Wolfe, 1228 Cabrillo, Burlingame, 94010.

REPRESENTATIVE: Cyrus J. McMillan, 1450 Chapin, Burlingame.

APPLICATION SUMMARY

This project consists of a Parcel Map splitting the apartment development at La Selva and Los Prados into two parcels. This application was previously approved but expired before recordation.

FINDINGS

The Assistant Planner stated that notification had been received from P. G. & E that a five foot easement for a gas main at the front of the property was not indicated on the map.

The Associate Engineer stated his department's conditions:

ACTION P.M. - Approved, subject to the following conditions:

CONDITIONS

1. Modify Existing Street Lights - The applicant shall modify two (2) existing street lights to accommodate a high-pressure sodium vapor luminaire. This shall include a new head, a #3 $\frac{1}{2}$ pull box at pole base, new wire from pull box to head, and any required conduit and wire connections.
2. Permits, Bonds and Insurance - The applicant shall obtain an encroachment permit from the Public Works Department, posting all bonds and insurance required prior to the issuance of a building permit. Encroachment permits are required prior to any work being done in the City's right of way.

Dept.	Plan Check Init./Date	Actual Comp Init./Date

SITE DEVELOPMENT PERMIT REVIEW CHECK-OFF SHEET

SDP NO. _____

ITEM	DATE	INITIAL
1. <u>Conditions attached to SDP by Planning</u>		
2. <u>Landscape plans - to Park</u>		
A. Submitted		
B. Approved		
3. <u>Grading plans (minimum of 2 weeks required for review)</u>		
A. Submitted		
B. Approved		
C. Cubic yards of grading		
4. <u>Fees</u>		
A. Heritage tree removal fee (based on number of trees)		
B. Plan check fee - major vegetation (based on number of acres)		
C. Site inspection deposit (based on number of acres)		
D. Grading plan checking fee (based on CY of grading)		
E. Grading inspection deposit (based on CY of grading)		
F. Total fees and deposits		
5. <u>Performance Bond</u>		
A. Grading		
B. Drainage		
C. Landscaping		
D. Public improvements		
E. Total performance bond		
6. <u>Labor & Material (Payment) Bond</u> ($\frac{1}{5}$ of performance bond)		
7. <u>Landscape Maintenance Bond</u> ($\frac{1}{3}$ cost of landscaping) 18 month duration		
8. <u>All Bonds Received</u>		
9. <u>P/L & P/D Certificate of Insurance received</u>		

1/74

SITE DEVELOPMENT PERMIT
NO. _____

In accordance with the San Mateo City Site Development Code, Chapter 23.40 S.M.M.C., permission is granted to:

Name _____

Address _____

Phone _____

Date of Issue _____

Commence work by _____

Complete work by _____

FEES

Park \$ _____ Engineering \$ _____

TOTAL \$ _____

DEPOSITS

Park \$ _____ Engineering \$ _____

TOTAL \$ _____

to grade and/or remove major vegetation from private property described below:

Address or locational description _____

in accordance with the following attached approved plans and specifications and attached special conditions _____

This application has fulfilled all requirements of the Site Development and Heritage Tree Regulations according to hearings duly held by: Board of Zoning Adjustments _____, Planning Commission _____, City Council _____ (Date) _____ (Date) _____ (Date)

Action of _____ was final on _____ (Date) _____ and permit may be issued.

Signature of receiver for permittee _____ Date _____

Planning Division _____ Date _____

Parks Department _____ Date _____

Department of Public Works _____ Date _____

In order to obtain the inspections required by Article 23.40.150 S.M.M.C., permittee shall notify City Engineer and, where applicable, the Superintendent of Parks at least one (1) full working day before the following inspections are to be made:

A. Initial Inspection Date _____ Inspector _____

B. Rough Grading Date _____ Inspector _____

C. Final Inspection Date _____ Inspector _____

Work authorized by this permit has, to the best of my knowledge, been satisfactorily performed.

Date _____ City Engineer _____

Distribution: Permittee, Planning Division, Parks Department, Department of Public Works

CITY OF DALY CITY

DEPARTMENT OF PUBLIC WORKS
BUILDING REGULATION DIVISION
SULLIVAN & 90TH STS., DALY CITY, CA. 94015
PHONE: 992-4500, EXT. 265

WHEN VALIDATED ABOVE, THIS APPLICATION CONSTITUTES A BUILDING PERMIT

APPLICATION FOR BUILDING PERMIT

BUILDING ADDRESS		LOT NO	BLOCK NO	SUBDIVISION NAME	PARCEL NO
OWNER		ADDRESS		CITY STATE ZIP	PHONE
ARCHITECT OR ENGINEER		ADDRESS		CITY STATE ZIP	PHONE
CONTRACTOR		ADDRESS		CITY, STATE, ZIP	PHONE
ARCHITECT'S OR ENGINEER'S LICENSE NUMBERS.	STATE	CITY BUSINESS LICENSE	CONTRACTOR'S LICENSE NUMBERS	STATE	CITY BUSINESS LICENSE
NAME OF CONSTRUCTION LENDER (IF ANY)		ADDRESS		CITY, STATE, ZIP	PHONE

DESCRIPTION OF LOT AND WORK

LOT SIZE	FRONT	REAR	DEPTH	AREA	% OF LOT OCCU- PIED	BLDG SET BACKS	FRONT	REAR	LEFT	RIGHT	NOTES			
USE OF BUILDING			NEW	ADD	ALTER	REPAIR	RAZE	MOVE	BLDG SIZE	FRONT	DEPTH	HEIGHT	STORIES	ACCESSORIES
FLOOR AREA	BASEMENT	GARAGE	FIRST	SECOND	THIRD	OTHER	TOTAL AREA		NO. OF UNITS		NO. OF ROOMS	TOTAL	BEDROOMS	BATHS

DESCRIBE WORK

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION & STATE THAT THE ABOVE IS CORRECT AND AGREE TO COMPLY WITH ALL CITY ORDINANCES AND STATE LAWS REGULATING BUILDING CONSTRUCTION. I CERTIFY THAT IN DOING THE WORK AUTHORIZED HEREBY I WILL NOT EMPLOY ANY PERSON IN VIOLATION OF THE LABOR CODE OF THE STATE OF CALIFORNIA RELATING TO WORKMEN'S COMPENSATION INSURANCE. I HEREBY CERTIFY THAT I AM LICENSED UNDER CHAPTER 9 DIVISION 3 OF THE BUSINESS & PROFESSIONS CODE OF THE STATE OF CALIFORNIA OR THAT I AM THE OWNER OF THE PROPERTY FOR WHICH THE PERMIT IS BEING SOUGHT

DECLARED VALUATION	SIGNATURE OF OWNER OR AGENT	TITLE	DATE
--------------------	-----------------------------	-------	------

FOR USE ONLY BY BUILDING REGULATION DIVISION

DATE RECEIVED - BY		NO. OF SETS PLANS FILED	PLAN CHECK APPLICATION <input type="checkbox"/> YES <input type="checkbox"/> NO		PLAN CHECK APPROVED - BY - DATE - NUMBER	
CONST. TYPE	OCC. GROUP	FIRE ZONE	USE ZONE	PARKING SPACES	VARIANCE DATES, P.C. & C.C.	USE PERMIT DATES P.C. & C.C.

SPECIAL CONDITIONS

INSPECTOR	DATE	APPROVALS	COMMENTS	PLANNING APPROVAL	DATE
		FOUNDATION			
		FOOTING STEEL		FIRE APPROVAL	DATE
		WALL STEEL			
		FRAME		SANIT. DIST. APPROVAL	DATE
		WALL SHEATHING			
		ROOF SHEATHING		FINAL APPROVAL	DATE
		STRUCTURAL STEEL			
		FLUES			
		INTERIOR LATHING OR DRYWALL			
		LATH EXTERIOR			
		GAS TEST		BUILDING VALUATION	\$
		PLUMBING FINAL		PERMIT FEE	\$
		MECHANICAL FINAL		S.M.I.P. FEE *	\$
		IMPROVEMENT COMPLETE			
		FINAL		TOTAL PAID	\$

FORM 4540-1.2.5M.1.74 (P)

DISTRIBUTION

1. ADDRESS FILE
2. APPLICANT
3. INSPECTOR
4. FINANCE

* FEE OF .00007 OF BUILDING VALUATION, STRONG MOTION INSTRUMENTATION PROGRAM, CHAPTER 1152, STATUTES OF 1971

1. ADDRESS FILE

CITY OF DALY CITY

SULLIVAN AVE. AND 90TH STREET

PHONE 992-4500

DEPT. OF PUBLIC WORKS

BUILDING INSPECTION DIVISION

NOTE: When properly validated this is a receipt for PLAN CHECK FEE for the amount shown.

APPLICATION FOR PLAN CHECK FEE

INSTRUCTIONS TO APPLICANT: PLEASE COMPLETE ALL INFORMATION AND SUBMIT WITH PLANS AND APPLICATION FOR BUILDING PERMIT. NOTE: THIS IS NOT A BUILDING PERMIT APPLICATION.

PLAN
CHECK
NO.

BUILDING ADDRESS

OWNER

NAME OF PERSON AND TELEPHONE NO.
WHO CAN PROVIDE INFORMATION PLANS.
DESCRIPTION OF WORK AND ON/
EXACT USE OF STRUCTURE.

TELE. NO.

EXISTING FLOOR AREA

NEW FLOOR AREA

BASEMENT FLOOR AREA

NO. OF STORIES

USE ZONE FIRE ZONE

DATE REQUESTED

VALUATION \$

- ☐ SETS OF PLANS SUBMITTED (Minimum 2)
- ☐ PLOT PLAN
- ☐ FLOOR PLAN
- ☐ FOUNDATION PLAN
- ☐ SOIL INVESTIGATION
- ☐ CEILING AND ROOF FRAMING
- ☐ COMPLETE ARCHITECTURAL AND STRUCTURAL PLANS
- ☐ ELECTRICAL, PLUMBING, HEATING PLANS
- ☐ SPECIFICATIONS 1. SEPARATE 2. IN PLANS
- ☐ CALCULATIONS
- ☐ SIGNATURE OF ARCHITECT AND ENGINEER
- ☐ SIGN AND BILLBOARDS

INFORMATION
FURNISHED BY

TITLE

DIVISION USE ONLY

LOT

BLOCK

SUBDIVISION

PARCEL NO

ITEMS

SENT

RETURN

BUILDING

PLANNING

SANITATION

ENGINEER

STRUCTURAL

ELECTRICAL

FIRE

VALUATION \$

PERMIT FEE \$

PLAN CHECK FEE \$

APPROVED BY

DATE

COMMENTS:

DISTRIBUTION

1. ADDRESS FILE
2. APPLICANT
3. INSPECTOR COPY
4. FINANCE DEPT.

ADDRESS FILE

CITY OF DALY CITY
DEPARTMENT OF PUBLIC WORKS
BUILDING INSPECTION DIVISION
PHONE: 992-4500, EXTENSION 265

PLAN CHECK APPROVALS

JOB NAME _____
JOB ADDRESS _____
APPROVAL DATE _____
LAST REVISION _____
REVISION DATE _____

PERMIT ISSUE _____
PERMIT NUMBER _____
PLAN CHECK NUMBER _____
PLAN SETS FILED _____

BUILDING (Sent _____)

STRUCTURAL (Sent _____)

ELECTRICAL (Sent _____)

FIRE (Sent _____)

WATER (Sent _____)

HEALTH (Sent _____)

SANITATION (Sent _____)

PLANNING (Sent _____)

COMMENTS

CITY ENGINEER
(Sent _____)

PHONE 992-4500

NOTE: When properly validated this form constitutes a plumbing permit to do work described herein.

DEPARTMENT OF PUBLIC WORKS
BUILDING INSPECTION DIVISION

APPLICATION FOR PLUMBING PERMIT

ADDRESS FILE

CITY OF DALY CITY

DEPARTMENT OF PUBLIC WORKS
BUILDING REGULATION DIVISION
SULLIVAN & 90TH STS., DALY CITY, CA. 94015
PHONE: 992-4500, EXT. 265

NOTE: When properly validated this form constitutes a mechanical permit to do work described herein.

APPLICATION FOR MECHANICAL PERMIT

BUILDING ADDRESS			JOB OR LOT NO.		SUBDIVISION			USE				
OWNER			ADDRESS			CITY		ZIP		PHONE		
MECHANICAL CONTRACTOR			ADDRESS			CITY		ZIP		PHONE		
MECHANICAL ENGINEER			ADDRESS			CITY		ZIP		PHONE		
MECHANICAL CONTRACTOR		STATE LICENSE NO		CITY LICENSE NO		MECHANICAL ENGINEER		STATE LICENSE NO		CITY LICENSE NO		
MECHANICAL FEES			QTY	AMOUNT	CLASS OF WORK	<input type="checkbox"/> NEW <input type="checkbox"/> ALTER <input type="checkbox"/> ADD <input type="checkbox"/> REPAIR		INSPECTION RECORD				
PERMIT					<p>I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all City ordinances and State laws regulating this type of work. I certify that in doing the work authorized hereby I will not employ any person in violation of the Labor Code of the State of California relating to workmen's compensation insurance.</p> <p>I hereby certify that I am licensed under Chapter 9, Division 3 of the Business and Professions Code of the State of California, and that said license is in full force and effect, or, that I am the legal owner of the above described residential property.</p> <p>Date _____ 19____</p> <p>_____ SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT</p> <p>_____ SIGNATURE OF OWNER</p>				ALL WORK TO BE INSPECTED AND APPROVED BEFORE CONCEALING. INSPECTOR MUST BE GIVEN 24 HOUR NOTICE BEFORE EACH INSPECTION.			
FURNACE: BLOWER/GRV. 100M BTU									APPROVAL	DATE	INSPECTOR	
OVER 100M BTU									UNDER FLOOR WORK			
FURNACE: FLOOR, WALL, SUSPENDED									DUCT WORK			
BOILER, COMPRESSOR OR ABSORPTION UNIT:									COMBUSTION AIR			
0-3 HP - 100M BTU									COMPARTMENT AREA			
4-15 HP - 500M BTU									GAS PIPING			
16-30 HP - 1,000M BTU									GAS VENT			
31-50 HP - 1,750M BTU									GAS TEST			
OVER 50 HP - 1,750 M BTU									FIRE DAMPERS			
FAN UNIT 1M - 10M CFM												
OVER 10M CFM												
EVAPORATIVE COOLER												
EXHAUST HOOD (NON-RES.)												
INTERIOR INCINERATOR												
APPLIANCES NOT LISTED												
SEPARATE FLUE												
GAS PIPING												
TOTAL FEE												
DATE					SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT			FINAL				
APPROVED					SIGNATURE OF OWNER							

SEE CODE FOR FEE SCHEDULE _____

COMMENTS _____

READ CAREFULLY

THIS APPLICATION IS A MECHANICAL PERMIT WHEN PROPERLY FILLED OUT, SIGNED, AND VALIDATED FOR THE CORRECT PERMIT FEE, IN THE VALIDATION SPACE

PERMISSION IS THEREFORE GRANTED TO DO SUCH WORK AS INDICATED IN THIS APPLICATION, IN ACCORDANCE WITH, AND SUBJECT TO, ALL OF THE PROVISIONS OF THE MECHANICAL CODE OF THE CITY OF DALY CITY AND RELATED LAWS

THIS PERMIT BECOMES NULL AND VOID IF WORK IS NOT COMMENCED WITHIN 60 DAYS FROM THE DATE OF ISSUANCE, OR IF WORK IS SUSPENDED AT ANY TIME DURING CONSTRUCTION FOR MORE THAN 120 DAYS, OR IF ANY WORK IS DONE ON THE SAID BUILDING OR STRUCTURE IN VIOLATION OF ANY CITY ORDINANCE OR STATE LAW RELATING THERETO.

ADDRESS FILE

**INSTRUCTIONS TO
APPLICANT**

1. USE BALL POINT PEN OR TYPEWRITER - PRESS FIRMLY.
NO ERASURES ALLOWED.
2. PLEASE PRINT.
3. DO NOT FOLD.
4. ONLY COMPLETE APPLICATION ACCEPTED.

**CITY OF REDWOOD CITY
BUILDING DEPARTMENT**
P. O. BOX 391
REDWOOD CITY, CA. 94064
369-6251

VALIDATION

APPLICATION FOR BUILDING PERMIT

APPLICANT TO FILL IN BETWEEN HEAVY LINES																																												
OWNER	NAME			JOB ADDRESS																																								
	ADDRESS			LEGAL DESCRIP.	LOT	BLOCK																																						
	CITY	TEL. NO.			SUBDIVISION																																							
CONTRACTOR	NAME			CLASS OF WORK	NEW <input type="checkbox"/> DEMOLISH <input type="checkbox"/>																																							
	ADDRESS				ALTERATION <input type="checkbox"/> ADDITION <input type="checkbox"/> FIRE <input type="checkbox"/> TERMITE <input type="checkbox"/>																																							
	CITY				MOVING <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/>																																							
TEL. NO.																																												
ARCHITECT OR ENGINEER	NAME			DESCRIPTION OF WORK:																																								
	ADDRESS																																											
	CITY																																											
FINANCIAL AGENT	NAME			NO. OF DWELLING UNITS: EXIST <input type="checkbox"/> ADD <input type="checkbox"/>																																								
	ADDRESS																																											
	CITY																																											
TEL. NO.			PRESENT USE OF PROPERTY																																									
<p style="text-align: center;">CERTIFICATION OF APPLICANT:</p> <p>I, _____, certify:</p> <p>That I am duly licensed under the provisions of Chapter 9 of Division 3 of the Business and Professions Code of the State of California and that the number of my license is # _____, and that this license is in full force and effect as of the date below, or</p> <p>That I am exempt from the provisions of Chapter 9 of Division 3 of the Business and Professions Code of the State of California, and that the basis for my exemption is as follows:</p> <p>_____</p> <p>In conformity with the provisions of Sec. 3800 of the Labor Code of the State of Calif. each applicant shall file with the Building Inspector the certificate designated in (1) below or shall initial item (2) whichever is applicable.</p> <p>(1) <input type="checkbox"/> Certificate of Workers' Compensation Insurance issued to the City of Redwood City by an admitted insurer.</p> <p>(2) <input type="checkbox"/> I certify that in the performance of the work for which this permit is issued that I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California.</p> <p>I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all City Ordinances and State Laws regulating building construction.</p> <p style="text-align: center;">_____ Signature of Permittee</p>																																												
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<p style="text-align: center;">CERTIFICATE OF OCCUPANCY MUST BE APPLIED FOR BEFORE FINAL INSPECTION IS APPROVED.</p>																																												

WHEN PROPERLY VALIDATED THIS IS YOUR PERMIT.

**INSTRUCTIONS TO
APPLICANT**

1. USE BALL POINT PEN OR TYPEWRITER - PRESS FIRMLY.
NO ERASURES ALLOWED.
2. PLEASE PRINT.
3. DO NOT FOLD.
4. ONLY COMPLETE APPLICATION ACCEPTED.

1

**CITY OF REDWOOD CITY
BUILDING DEPARTMENT**
P. O. BOX 391
REDWOOD CITY, CA. 94064
369-6251

VALIDATION

APPLICATION FOR ELECTRICAL PERMIT

APPLICANT TO FILL IN BETWEEN HEAVY LINES			
SCHEDULE FOR ELECTRICAL PERMIT FEES *		JOB ADDRESS	
RESIDENTIAL:		Owner _____	
Floor area (excl. garage) _____ sq. ft.		Address _____	
Garage floor area _____ sq. ft.		City _____	Phone _____
AMOUNT		Contractor _____	
1. Without Electric Heating: \$7.50 or \$.0175/sq. ft. whichever is greater plus \$.002/sq. ft. of garages exceeding 3000 sq. ft.		Address _____	
\$ _____		City _____ Phone _____	
2. With Electric Heating: \$7.50 or \$.02/sq. ft. whichever is greater plus \$.002/sq. ft. of garages exceeding 3000 sq. ft.		This permit becomes null and void if work is not commenced within 120 days from the date of issuance, or if work is suspended at any time for more than 120 days, or if any work is done in violation of any city ordinance or state law relating thereto. Permits must be separately obtained from the Public Works Department for private use of the public right of way.	
\$ _____			
3. Miscellaneous residential buildings or structures including accessory buildings, private swimming pools and repair or remodeling work.			
\$ 7.50		CERTIFICATION OF APPLICANT	
COMMERCIAL OR INDUSTRIAL:		I, _____, certify:	
Minimum fee for issuance of permit	\$ 7.50	That I am duly licensed under the provisions of Chapter 9 of Division 3 of the Business and Professions Code of the State of California and that the number of my license is # _____, and that this license is in full force and effect as of the date below, or That I am exempt from the provisions of Chapter 9 of Division 3 of the Business and Professions Code of the State of California, and that the basis for my exemption is as follows:	
Temporary power pole permit	\$ 7.50		
Public swimming pool permit	\$ 10.00		
THE FOLLOWING FEES ARE TO BE ADDED TO THE MINIMUM PERMIT FEES		In conformity with the provisions of Section 3800 of the Labor Code of the State of California each applicant shall file with the Building Inspector the certificate designated in (1) below or shall initial item (2) whichever is applicable. (1) <input type="checkbox"/> Certificate of Workers' Compensation Insurance issued to the City of Redwood City issued by an admitted insurer. (2) <input type="checkbox"/> I certify that in performance of the work for which this permit is issued that I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California. I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all City ordinances and State Laws regulating building construction. _____ Signature of Permittee.	
For temporary lighting:			
30 AMP or less	\$ 2.00		
over 30 AMP	\$ 3.00		
For each electric service:			
240V 1Ø per 100 AMP	\$ 2.00		
240V 3Ø per 60 AMP	\$ 2.00		
480V 3Ø per 30 AMP	\$ 2.00		
280V 3Ø per 70 AMP	\$ 2.00		
For each bus duct:			
\$.10/ft to 100 ft plus	\$ _____		
\$.02/ft in excess of 100 ft	\$ _____		
Outlets (lighting, switches, receptacles)	\$.25 each \$ _____		
Lighting fixtures	\$.50 each \$ _____		
Circuits	\$.50 each \$ _____		
Fixed equipment including heaters, motors, transformers, air conditioners, welders, etc. \$.50/kw to 5kw plus \$.25/kw in excess of 5kw - maximum fee \$25.			
\$ _____			
Sign lighting - \$1.00/circuit			
\$ _____			
TOTAL PERMIT AMOUNT:			
\$ _____			

(P) 14

WHEN PROPERLY VALIDATED THIS IS YOUR PERMIT.

*For Complete Permit Fees see City Ordinance of Redwood City

**INSTRUCTIONS TO
APPLICANT**

1. USE BALL POINT PEN OR TYPEWRITER - PRESS FIRMLY.
NO ERASURES ALLOWED.
2. PLEASE PRINT.
3. DO NOT FOLD.
4. ONLY COMPLETE APPLICATION ACCEPTED.

**CITY OF REDWOOD CITY
BUILDING DEPARTMENT**
P. O. BOX 391
REDWOOD CITY, CA. 94064
369-6251

VALIDATION

APPLICATION FOR PLUMBING-MECHANICAL PERMIT

APPLICANT TO FILL IN BETWEEN HEAVY LINES																																			
* PLUMBING FEES		QTY	AMT.	* MECHANICAL FEES		QTY	AMT.																												
PERMIT		3.00		PERMIT		3.00																													
SWIMMING POOL: PUBLIC		10.00		FURNACE: BLOWER/GRV 100M BTU		4.00																													
PRIVATE		5.00		OVER 100 M BTU		5.00																													
FIXTURE OR TRAP (INCLUDES WATER PIPING)		2.00		FURNACE: FLOOR, WALL, SUSPENDED		4.00																													
SEWER		5.00		HEATING APPL. REFRIG. UNIT, ETC.		4.00																													
WTR. HEATER REPL. (INCL. PER.)		2.00		BOILER, COMPRESSOR OR ABSORPTION UNIT:																															
WATER HEATER AND/OR VENT		2.00		0-3 HP - 100M BTU		4.00																													
GAS PIPING - 4 OUTLETS		2.00		4-15 HP - 500M BTU		7.50																													
OVER 4 OUTLETS - EACH		.50		16-30 HP - 1,000M BTU		10.00																													
INDUSTRIAL WASTE INTERCEPTOR		2.00		31-50 HP - 1,750M BTU		15.00																													
WATER PIPING - NEW/ ALTERATION		2.00		OVER 50 HP - OVER 1,750M BTU		25.00																													
REPAIR-WASTE & VENT		2.00		FAN UNIT 1M - 10M CFM		3.00																													
VAC. BKRS. OR BACKFLOW DEVICES (1 TO 4)		2.00		OVER 10M CFM		5.00																													
OVER 4 UNITS - EACH		.50		EVAPORATIVE COOLER		3.00																													
PRIVATE SEWAGE DISPOSAL SYSTEMS		10.00		EXHAUST HOOD (NON-RES.)		3.00																													
TOTAL PLUMBING FEE				COMM. INCINERATOR		20.00																													
JOB ADDRESS				DOMESTIC INCINERATOR		5.00																													
CONTR.	NAME			APPLIANCE VENT OR VENT FAN		2.00																													
	ADDRESS			VENTILATION SYSTEM		3.00																													
	CITY	TEL. NO.		OTHER APPLIANCES NOT LISTED		3.00																													
OWNER	NAME			TOTAL MECHANICAL FEE																															
	ADDRESS			<p>This application is a Plumbing and/or Mechanical Permit when properly filled out, signed, and validated. Permission is therefore granted to do such work as indicated in this application in accordance with and subject to all of the provisions of the Plumbing and/or Mechanical Code and all related laws.</p> <p>This permit becomes null and void if work is not commenced within 120 days from the date of issuance, or if work is suspended at any time for more than 120 days, or if any work is done in violation of any ordinance or state law relating thereto. Permits must be separately obtained from the Public Works Department for the installation of water services, sewer connections and laterals, street improvements and private use of the public right of way.</p>																															
	CITY	TEL. NO.																																	
CERTIFICATION OF APPLICANT																																			
<p>I, _____, certify:</p> <p>That I am duly licensed under the provisions of Chapter 9 of Division 3 of the Business and Professions Code of the State of California and that the number of my license is # _____, and that this license is in full force and effect as of the date below, or</p> <p>That I am exempt from the provisions of Chapter 9 of Division 3 of the Business and Professions Code of the State of California, and that the basis for my exemption is as follows:</p> <p>_____</p> <p>_____</p> <p>In conformity with the provisions of Sec. 3800 of the Labor Code of the State of Calif. each applicant shall file with the Building Inspector the certificate designated in (1) below or shall initial item (2) whichever is applicable.</p> <p>(1) <input type="checkbox"/> Certificate of Workers' Compensation Insurance issued to the City of Redwood City by an admitted insurer.</p> <p>(2) <input type="checkbox"/> I certify that in the performance of the work for which this permit is issued that I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California.</p> <p>I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all City Ordinances and State Laws regulating building construction.</p> <p style="text-align: center;">Signature of Permittee. _____</p>																																			
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(P) M

WHEN PROPERLY VALIDATED THIS IS YOUR PERMIT.

* See City Ordinance and 1976 Uniform Plumbing or Mechanical Code for Complete Fee Schedule

APPENDIX G-1

City: Foster City
Name of Project: Whaler's Cove
Developer: Vintage Properties
Type of Project: 206 Single Family Homes

Chronology

December 31, 1975	Use Permit Application filed
January 7, 1976	Supplemental Information filed
January 15	Study Session of Planning Commission informally considers application
January 22	Planning Commission opens Public Hearing
February 11	Tentative Map received in Public Works
March 18	Planning Commission approves Use Permit
March 21	Final Map received in Public Works and signed by City Engineer
March 22	City Council approves Final Map and Agreement for Improvement

City: Foster City
 Name of Project: Dolphin Bay
 Developer: Bas Homes; McKeon Construction
 Type of Project: 100+ Single Family Homes

Chronology

May 19, 1976	Use Permit Application filed
June 4	Environmental Analysis Completed
June 17	Original Public Hearing of Planning Commission; Hearing continued to next PC meeting
July 15	Further PC consideration; Continuance
August 19	Further PC consideration; Continuance
September 2	Continuance
September 13	City Council Rezones Property to RI/PD to facilitate Developer's Planned Unit Development
October 7	Further PC consideration; Continuance
October 19	Continuance
November 4	Continuance
December 2	Continuance
January 20, 1977	PC denies Use Permit without prejudice because only regular subdivision allowed under zoning ordinance
February 1	Fully Executed Final Map received for City Engineer's signature
February 7	City Council approves Final Map and Agreement for Improvements
March 17	New Use Permit Application filed by new developer
April 7	Public Hearing opened by Planning Commission on new Use Permit Application; Continuance
May 5	Planning Commission approves Use Permit
June 2	Planning Commission approves modification of Use Permit
October 6	Planning Commission approves modification of Use Permit

City: Foster City
 Name of Development: Plum Island
 Developer: Centex Homes of California, Inc.
 Type of Development: 50-100 Single Family Homes

Chronology

May 12, 1976	Use Permit Application filed
May 26	Environmental Analysis started
June 1	Notices mailed for Public Hearing
June 7	Environmental Report completed
June 10	Planning Commission denies Use Permit
June 14	Developer Appeals PC decision to City Council
July 19	City Council reverses Planning Commission; Okays the project in concept; Remands to PC for details
August 5	Further PC consideration; Continuance
September 7	Further PC consideration; Continuance
October 7	Planning Commission approves Use Permit
October 21	Tentative Map Received in Public Works
January 20, 1977	City Council Rezones Property
March 4	Final Map received in Public Works; Signed by City Engineer
March 21	City Council approves Final Map and Agreement for Improvements
Through November	Various Planning Commission meetings on subject of satisfaction of conditions of Use Permit

City: Foster City
Name of Development: Longwater
Developer: Centex Homes
Type of Development: 50-100 Single Family Homes

Chronology

July 7, 1976	Use Permit Application filed
August 4	Environmental Review started
August 15	Environmental Review finished
August 19	Planning Commission Public Hearing opened; Continuance
September 2	Further PC Consideration; Continuance
September 16	Planning Commission approves Use Permit with conditions
November 19	Tentative Map received in Public Works
November 26	Final Map received in Public Works
December 2	PC meeting on Satisfaction of Conditions in Use Permit
January 6, 1977	PC meeting on Satisfaction of Conditions in Use Permit
January 20	PC meeting on Satisfaction of Conditions in Use Permit
February 3	PC meeting on Satisfaction of Conditions in Use Permit
February 17	PC meeting on Satisfaction of Conditions in Use Permit
March 21	City Council approves Final Map and Agreement for Improvements
April 7-July 7	Several PC meetings on Satisfaction of Conditions in Use Permit

City: Foster City
Name of Development: Carmel Village II
Developer: Harrington - Kulakoff
Type of Development: 30-50 Townhouses

Chronology

June 1, 1976	Use Permit Application filed
June 4	Environmental Analysis started
June 17	Planning Commission Public Hearing; Denies Application
June 28	Developer Appeals to City Council
July 19	City Council agrees with Planning Commission and denies Use Permit

APPENDIX G-2

City: San Mateo
Project: 602-606 S. El Dorado
Developer: Fadelli - Casetta
Type of Development: Less than ten Apartments (After demolition of two single-family homes)

Chronology

November 30, 1977	Application complete for environmental review
December 13	Environmental review started
December 14	Decision that Negative Declaration is required
December 19	Planning Application complete
December 20	Negative Declaration completed
January 6, 1978	BOZA approves project
January 20	Approval becomes final

City: San Mateo
Project: 149 W. Twenty-Fourth
Developer: Bullert
Type of Development: Less than ten apartment units

Chronology

September 21, 1977	Application complete for environmental review
September 27	Environmental review begins
September 27	Decision that negative declaration is required
September 30	Environmental document completed
October 6	Planning application complete
October 7	Development put on BOZA agenda
October 18	BOZA approves project
November 1	Approval becomes final

City: San Mateo
Project: 701 Highland Avenue
Developer: Wm. Heijn
Type of Development: Less than ten apartment units

Chronology

September 2, 1977	Application complete for environmental review
September 12	Environmental review begins
September 12	Decision that negative declaration required
September 16	Environmental document completed and project put on BOZA agenda
September 27	BOZA meets but continues matter for minor redesign
October 12	Planning application complete
October 25	BOZA approves project
November 11	Approval becomes final

City: San Mateo
Project: 412 Grand Blvd.
Developer: Jones
Type of Development: Less than ten apartment unit

Chronology

January 3, 1978	Application complete for environmental review
January 12	Environmental review begins
January 12	Decision that a negative declaration is required
January 20	Planning application complete
January 25	Project put on BOZA agenda
February 14	BOZA approves project
March 1	Approval becomes final

City: San Mateo
Project: 153-177 N. El Camino
Developer: Plaza Investment
Type of Development: 69 Condominiums (converted from apartments)

Chronology

December 13, 1977	Application complete for environmental review.
December 14	Environmental review begins
December 14	Decision that negative declaration is required
December 27	BOZA approval
January 20, 1978	Approval becomes final

City:	San Mateo
Project:	1919 and 2001 Alameda
Developer	Daon Corporation; Gardens
Type of Development:	Over 184 condominiums (converted from apartments)

Chronology

October 26, 1977	Application complete for environmental review
October 26	Environmental review begins
October 26	Decision that project is categorically exempt; document prepared; put on BOZA agenda
November 1	BOZA approval
November 28	Planning Commission approval
December 9	Approval becomes final

City:	San Mateo
Project:	50 and 52 Ninth Avenue
Developer:	Yohannon
Type of Project:	Less than ten condominiums

Chronology

September 22, 1977	Application complete for environmental review
September 30	Environmental review begins
October 3	Decision that negative declaration is required
October 3	Environmental document completed
November 7	Project put on BOZA agenda
January 17, 1978	Planning application complete
January 31	BOZA approval
February 27	Approval becomes final

City: San Mateo
 Project: DeAnza Heights
 Developer: San Mateo Investment by Alf Carstens and Paul C. Petersen
 (Whitecliff Homes)
 Type of Development: 28 Single Family homes and 27 Duplexes (total 82 units)

Chronology

June, 1973	Environmental impact report on grading is completed
May 14, 1974	BOZA meeting to discuss subdivision of 12.5 acres into 44 lots; preliminary map filed
November 19	Application filed for: <ol style="list-style-type: none"> 1) General plan amendment 2) Reclassification 3) Site development permit 4) Preliminary subdivision map 5) Environmental impace report approval
December 10	BOZA directs applicant to complete Environmental Impact Report and submit it along with the General Plan Amendment to the Planning Commission and City Council
February, 1975	Environmental Impact Report completed
June 24	BOZA approves EIR but gives no recommendation on the application for the other four elements (see entry for November 19)
July 28, 1975	Planning Commission approves certification of EIR but denies the four other parts of the application
August 18	City Council meeting; continuance until September 15
September 15	City Council approves entire application subject to 39 conditions
October 7	Approval becomes final
April 5, 1976	City Council opens hearings on Final Map and Subdivision Agreement
May 19	City Council approves Final Map and Subdivision Agreement
May 20	Final Map sent to County
June 7	Final Map recorded at County

City: San Mateo
Project: 36 West Third Avenue
Developer: Foster Enterprises
Type of Development: 42 High-rise Condominium Units

Chronology

May 13, 1977	Application complete for environmental review
May 27	Environmental review begins
June 6	Decision that full Environmental Impact Report needed
June 24	Consultant selected
July 19	Draft EIR completed
July 26	First staff review
August 9	Planning Staff completes review of EIR
September 13	BOZA approves EIR and project
September 26	Planning Commission approves project
October 19	City Council continues until December at applicant's request
November 29	BOZA approves development application with new changes
December 12	Planning Commission approves project
December 19	City Council approves project

City: San Mateo
Project: Laguna Vista (v.s. Equities)
Developer: Samson Construction Co.
Type of Development: Over 100 Townhouses and Condominiums

Chronology

June 22, 1976	Application complete for environmental review
August 3	BOZA recommends approval of original application
August 23	Planning Commission sends developer back to BOZA with instructions to redesign
September 14	BOZA approves application for 115 condominium units
September 27	Planning Commission approves 115 unit application
November 1	City Council denies approval of project but recertifies EIR prepared for a similar project in July, 1973
November 30	BOZA approves application for: <ul style="list-style-type: none">1) Planned Development of 101 condominiums and townhouses2) SPAR3) Site Development Plan4) Recertification of EIR prepared in July, 1973
December 13	Planning Commission approves project
December 20	City Council approval
January 24	Tentative Map approved by Planning Commission delineating 101 parcels
April 4, 1977	City Council approves final map and subdivision agreement

APPENDIX G-3

City: Daly City
Development: Ravilla Court
Developer: Frank Carraro
Type of Development: 16 Single Family Homes - Subdivision

Chronology

April 1, 1976	Application submitted for Tentative Subdivision Map
April 1	Staff determination that only Negative Declaration needed
April 13	Negative Declaration accepted by Planning Commission but Subdivision decision deferred
May 11	Planning Commission approves Tentative Subdivision Map
May 24	City Council approves Tentative Subdivision Map

City:	Daly City
Development:	89th and Sullivan
Developer:	Peter Nick Belous
Type of Development:	28 Apartments (24 one-bedroom, 4 two-bedroom) plus Commercial Facilities

Chronology

September 27, 1976	Application filed
October 10	Negative Declaration issued
October 26	Staff report completed
October 29	Legal notice published
November 9	Planning Commission certifies Negative Declaration and approves project
November 29	City Council approval

City: Daly City
Development: Lakeview Park Subdivision
Developer: Onarato Associates
Type of Development: 12 unit (8 one-bedroom, 4 two-bedroom) Apartment

Chronology

October 22, 1976	Date of application for Zone Change from R1 to R3
October 22	Staff determines that only Negative Declaration is required
October 29	Legal notice published for Planning Commission hearing
November 9	Planning Commission approves Zone Change
December 10	Legal notice for City Council hearing
December 27	City Council approves Zone Change

City:	Daly City
Development:	Midway Village
Developer:	San Mateo County Housing Authority
Type of Development:	150 Unit Multi-Unit Residential Facility

Chronology

May 16, 1975	Preliminary conference between Developer and Planning
May 28	Fire Department says plans are not satisfactory
June 6	Developer submits application
June 27	Developer revises plans and resubmits
July 17	Fire Department withdraws objections
August 12	Planning Commission approves application
August 26	City Council approval

City: Daly City
Development: Cypress Point Condominiums
Developer: Innisfree Companies
Type of Development: 80 Condominium/Townhouse Units (58 two-bedroom and 22 three-bedroom)

Chronology

September 2, 1977	Environmental Impact Report contracted out
September 15	Meeting between Developer and Planning
September 26	EIR is completed
October 14	Application for Tentative Subdivision Map and certification of EIR
November 8	Planning Commission opens hearings; continues application to next meeting because of geological traffic concerns
November 22	Planning Commission certifies EIR and approves Tentative Subdivision Map
December 12	City Council Approval

City: Daly City
 Development: Serramonte, Unit No. 21
 Developer: Suburban Realty
 Type of Development: 131 Single Family Home Subdivision

Chronology

February 4, 1977	Environmental Impact Report contracted out
February 25	EIR submitted
March 15	Application submitted for Tentative Subdivision Map along with EIR
March 30	Legal notice published
April 6	Consultant responds to various comments on EIR
April 12	Planning Commission opens hearings; continues consideration to next meeting because of fire access problems
April 15	Developer meets with Planning Staff
April 20	Developer meets with Planning Staff
April 26	Planning Commission approves Tentative Subdivision Map
May 9	City Council approval

City: Daly City
Development: Southgate & Cerro
Developer: American Development Company
Type of Development: 123 unit (107 one-bedroom, 16 two-bedroom) Apartments
(housing for the elderly)

Chronology

July 20, 1976	Date of Application
July 27	Environmental Impact Report contracted out
August 11	EIR completed and circulated
September 1	Legal notice published
September 14	Planning Commission approves Use Permit and Variance
September 27	City Council approval

City: Daly City
Development: Village Serramonte
Developer: REA Enterprises
Type of Development: 174 Unit Condominium Planned Development

Chronology

May 16, 1973	Developer submits Environmental Evaluation form
June 7	Environmental Impact Report completed
June 12	Planning Commission approves the Planned Development in concept
June 25	City Council approves Planned Development in concept
June 29	Legal notice for final hearing before Planning Commission
July 10	Planning Commission approves Zone Change from C-2 to PD and recommends filing of Tentative Subdivision Map
July 23	City Council approves Planned Development and introduces resolution to rezone
August 27	City Council approves resolution to rezone
November 30	Developer files application for Tentative Subdivision Map
January 8, 1974	Planning Commission approves Tentative Subdivision Map
January 28	City Council approves Tentative Subdivision Map

APPENDIX G-4

City: Redwood City
Development: 3120 Goodwin Avenue
Developer: Dividend Industries, Inc.
Type of Development: 18 lot subdivision; single family homes

Chronology

March 2, 1976	Application filed for Environmental Impact Report
March 22	Plans circulated by the Planning Department to other city departments for review
March 27	Notice published for hearing on the EIR in front of Planning Commission
April 6	Planning Commission opens hearings on draft EIR; continuance
May 4	Planning Commission finishes receiving testimony on EIR; refer to Staff for final analysis, conclusions, and recommendations
May 18	Planning Commission meets to decide on adequacy of EIR; continuance given, Staff required more time because of complexity of problem involved
May 27	Staff report on EIR completed
June 1	Planning Commission certifies EIR as complete and accurate
July 2	Application filed for consideration of Tentative Map
July 30	Staff report completed on Tentative Map
August 3	Planning Commission opens hearings on Tentative Map; received Staff report and sets August 17 as date for public hearings
August 7	Notice published for public hearing at Planning Commission
August 17	Planning Commission opens hearings on Tentative Map; continuance
September 7	Planning Commission further considers project; they schedule consideration of Tentative Map for October 5 while in the meantime they debate revision of the General Plan for this parcel from Open Space to Hillside Residential; continuance

3120 Goodwin, Cont.

September 21	Planning Commission recommends to City Council that General Plan be so amended
October 5	Planning Commission approves Tentative Map
November 22	City Council approves amendment to General Plan and Tentative Map (along with exceptions to the Subdivision Ordinance)
February 28, 1977	Application filed for Final Map
June 7	Planning Commission approves Final Map
June 27	City Council approves Final Map

City: Redwood City
Development: 1720 Valota Road
Developer: James F. Knecht
Type of Development: 14 Residential Units (10 single family homes, 4 duplexes)

Chronology

February 24, 1977	Application filed for Environmental Impact Report
March 8	Plan Review Committee approves project
March 22	Planning Department circulates the plans to other affected city departments
April 23	Notice published for Planning Commission hearings
May 3	Planning Commission opens hearings on EIR; continuance to allow further staff review
May 10	Application for Zone Amendment (for part of the parcel) from AG to R-1 zone
May 17	Planning Commission certifies EIR as complete and accurate
June 11	Notice published for Planning Commission hearing on rezoning
June 21	Planning Commission approves rezoning
July 1	Application for Tentative Map for subdivision (of 2.78 acres into three parcels)
July 11	City Council approves rezoning application
July 12	Plan Review Committee approves Tentative Map
July 19	Subdivision Committee approves Tentative Map
August 2	Planning Commission approves Tentative Map
August 16	Planning Commission approves Final Map
August 22	City Council approves Final Map
December 12	New application for Tentative Map; to subdivide into 15 parcels
January 3, 1978	Planning Commission approves Tentative Map for new subdivision
January 23	City Council approves Tentative Map for new subdivision (with exceptions to the subdivision ordinance)

City: Redwood City
 Development: Doris Subdivision, 1401 Valota Road
 Developer: Carl Claussen; Onorato Associates
 Type of Development: 11 Residential Units (9 duplexes and 2 Triplexes)

Chronology

December 10, 1976	Application filed for Environmental Impact Report
December 21	Plan Review Committee approves project
January 6, 1977	EIR is completed
January 8	Notice published for Planning Commission hearing on EIR
January 18	Planning Commission opens hearings; receives testimony; continuance until February 1 to enable staff to make final EIR recommendation
February 1	Planning Commission certifies EIR as complete and accurate
February 18	Application for Tentative Map for subdivision
March 15	Planning Commission denies Tentative Map for 14 two-story duplexes
April 5	Application for revised Tentative Map; 11 parcel subdivision for 9 duplexes and 2 triplexes
April 12	Plan Review Committee approves project
May 3	Planning Commission approves Tentative Map with exceptions to subdivision ordinance
July 21	Application filed for Final Map
October 18	Planning Commission approves Final Map
November 7	City Council approves Final Map
January 3, 1978	Application for Architectural Permit filed
January 10	Architectural Committee approves Architectural Permit

City: Redwood City
Development: 1792 Valota Road
Developer: Hagan Construction and Development Company
Type of Development: 15 lot subdivision

Chronology

July 14, 1975	Application for Tentative Map
July 16	Planning Department circulates plans
August 19	Planning Commission approves Tentative Map
September 22	City Council opens hearings on Tentative Map with exceptions to the subdivision ordinance
October 6	City Council approves Tentative Map
November 13	Application for Final Map filed
December 3	Planning Department circulates plans
December 16	Planning Commission approves Final Map
January 12, 1976	City Council approves Final Map

City: Redwood City
 Development: 1562 Valota Road
 Developer: Pierre Hondagneu
 Type of Development: Subdivision consisting of 11 single family homes and 4 duplexes

Chronology

September 30, 1976	Application filed for Zoning Amendment on the affected parcel from AG to R-2 zone
October 5	Planning Department circulates plans
October 23	Notice published for Planning Commission hearing
October 27	Draft Environmental Impact Report completed
November 2	Planning Commission opens public hearings; continuance
November 16	Planning Commission certifies EIR as complete and accurate; continuance on Zoning Amendment
December 7	Planning Commission determines that General Plan Amendment is needed as well as Zoning Amendment; sets hearings for General Plan Amendment on January 4, 1977 and postpone hearings on Zoning Amendment until the General Plan Amendment has been considered
December 24	Notice published for Planning Commission Hearings concerning General Plan Amendment
January 4, 1977	Planning Commission denies application for General Plan Amendment
January 5	Developer appeals decision to City Council
January 24	City Council opens hearings on appeal; continuance
February 7	City Council reverses Planning Commission; approves General Plan Amendment
February 19	Notice published for Zoning Amendment
March 1	Planning Commission recommends to City Council that the property be rezoned
April 18	City Council approves Zoning Amendment
May	Application filed for Tentative Map
June 7	Planning Commission opens hearings on Tentative Map; continuance

1562 Valota Road, Cont.

June 21	Planning Commission discusses Tentative Map again; continuance
July 19	Planning Commission approves Tentative Map but with certain conditions
July 22	Developer appeals the imposition of those conditions to the City Council
August 8	City Council reverses the Planning Commission conditions on the Tentative Map; approves Tentative Map
September 26	Application filed for Final Map
December 20	Planning Commission recommends to City Council that the Final Map be approved
January 9, 1978	City Council approves Final Map

City: Redwood City
 Development: Redwood Shores Courtyard Homes
 Developer: Donald L. Bren Company
 Type of Development: 155 Single Family Home Planned Development

Chronology

January, 1974 through February, 1975	Environmental Impact Report prepared and approved for entire Redwood Peninsula area
August 7, 1975	Application filed for Planned Development Permit
August 25	Planning Department completes Staff report
September 11	Plan Review Committee approves project plans
September 25	Notice published for Planning Commission hearings
October 7	Planning Commission opens public hearings on Planned Development Permit; continuance
October 10	Developer meets with city departments to discuss details of the project
October 21	Planning Commission discusses the project again; continuance
November 4	Planning Commission discusses the project again; continuance
November 18	Planning Commission discusses the project again; continuance
December 16	Planning Commission discusses the project again; continuance
January 20, 1976	Planning Commission discusses the project again; continuance
February 17	Planning Commission discusses the project again; continuance
March 16	Planning Commission closes public hearings; votes 3-3 and sends the application to City Council with no recommendation
April 26	City Council opens public hearings; continuance
May 3	City Council approves Planned Development Permit
June 1	Planning Commission approves Tentative Map
December 13	City Council approves Final Map
June 27, 1977	City Council approves modification of Planned Development Permit

City: Redwood City
Development: 104 Central Avenue
Developer: Nils Haga and Per Calden
Type of Development: 10 Dwelling Unit Planned Development

Chronology

November 15, 1976	Application for Environmental Impact Report for similar project (to subdivide 1.6 acres into 6 lots)
November 27	Notice published for hearing at Planning Commission on EIR
November 29	EIR completed and referred to Staff
December 7	Planning Commission certified EIR (to subdivide 1.6 acres into 6 lots) as accurate and complete
April 18, 1977	Application filed for Planned Development permit; 12 unit on 1.05 acres
June 14	Architectural Committee approves project
July 23	Notice published for hearings at Planning Commission
August 2	Planning Commission opens public hearings; continuance
August 16	Planning Commission approves Planned Development Permit
September 19	City Council opens public hearings on Planned Development Permit; continuance
October 3	City Council discusses project again; continuance because of uncertainty as to drainage report
October 10	City Council denies Planned Development Permit
February 1, 1978	New Application filed for Planned Development Permit; 10 units on 1.05 acres
February 24	Notice published for Planning Commission hearing
March 7	Planning Commission recommends approval of permit to City Council
April 10	City Council approves Planned Development Permit

City: Redwood City
Development: Redwood Shores Condominiums
Developer: Waverly Associates
Type of Development: 129 Unit Condominium Planned Development

Chronology

January, 1974 through February, 1975 (approx)	Environmental Impace Report prepared and approved for entire Redwood Peninsula area; done as part of application by another applicant that was attempting to erect first large development on that peninsula
January 21, 1977	Application filed for Planned Development Permit
February 8	Plan Review Committee approves project
February 19	Notice published for Planning Commission hearing
February 28	Parking Study completed by applicant's consultant
March 1	Planning Commission opens public hearings; continuance
March 15	Planning Commission discusses project again; continuance
April 5	Planning Commission recommends to City Council that Planned Development Permit be approved
May 2	City Council opens public hearings; changes parking space per unit condition as imposed by the Planning Commission; approves Planned Development Permit
June 14	Application filed for Tentative Map
July 5	Plan Review Committee approves Tentative Map
July 19	Planning Commission approves Tentative Map
September 16	Application filed for Final Map
October 11	Architectural Committee approves project
November 7	Application filed for minor lotline adjustment
November 10	Subdivision Committee approves adjustment
November 15	Planning Commission approves Final Map
December 12	City Council approves Final Map

City: Redwood City
Development: Leahy Terrace
Developer: Consolidated Developments Corporation
Type of Development: 14 Unit Condominium Planned Development

Chronology

March 22, 1977	Application filed for Environmental Impact Report
March 29	Plan Review Committee approves project and Planning Department issues Negative Declaration
April 19	Planning Commission certifies Negative Declaration as accurate
April 19	Application filed for Planned Development and Tentative Map
April 23	Notice published for Planning Commission hearing
April 26	Plan Review Committee approves Planned Development
May 3	Planning Commission approves Tentative Map and recommends that City Council approve the Planned Development Permit
May 23	Application filed for Final Map
June 6	City Council approves Planned Development Permit
June 21	Planning Commission recommends that City Council approve Final Map
July 11	City Council approves Final Map

MEMORANDUM

June 29, 1978

TO: City Manager

FROM: Planning Director

SUBJECT: Development Process Committee Recommendation

The Development Process Committee established by former Mayor Leipzig met from March 22 to June 21 to explore ways of simplifying and speeding up the permit approval process for developments in Redwood City. The committee was made up of six developers who have experienced difficulties or frustrations with our present system, in one way or another, plus three Councilmen, a Planning Commissioner, and four staff members.

At the first meeting, one developer held Mountain View out as having a system that provides a good measure of certainty for developers and thus cuts costs of time and money in the process. Staff subsequently investigated the procedures in Mountain View, Palo Alto, and San Mateo. The first two employ the "Hearing Officer" technique, while San Mateo operates with the equivalent of our Plan Review Committee, in contrast to Redwood City which utilizes the Planning Commission as a zoning administration body. At their final meeting, the Development Process Committee reflected a consensus in favor of the "Hearing Officer" approach as carried out in Mountain View.

Reaction from others

The City Council has repeatedly expressed a need for a change from our present system. The "Hearing Officer" approach would produce a significant change.

The Planning Commission, having discussed this matter from time to time, have tended to favor retaining jurisdiction over Use Permits, Variances, and other similar entitlements. If the duties were to be transferred, various members have suggested alternatives such as having a Planning Commission subcommittee hear such matters, or having the Plan Review Committee take on these responsibilities. In either case, they indicate the necessity of having the Planning Commission acting as an Appeal Board from any decisions made by the subcommittee or by the Plan Review Committee. Various members have expressed the fear that a Hearing Officer would become a dictator.

The Plan Review Committee, also having discussed this matter from time to time, have tended to favor serving in an advisory role, as opposed to themselves becoming, in effect, a Planning Commission with similar attendance, record-keeping, and decision-making obligations. They lean in the direction of offering advice to a Hearing Officer and then leaving the decision based on their input up to him. This is the way that it works in Mountain View, and the way that the Development Process Committee recommended for Redwood City.

Appeals

In Mountain View, appeals from the Hearing Officer go directly to the City Council, and not through the Planning Commission. Their Planning Commission focuses on long-range planning matters, subdivisions, and recommendations on development policy, rather than on zoning administration. According to the Mountain View Hearing Officer, only about five percent of his decisions are appealed to the City Council, and, in about 95 percent of those appealed, the Hearing Officer's decision is upheld.

It was emphasized that consistent interpretation of the ordinances by both the Hearing Officer and the City Council was crucial to the success of this system. Developers themselves have expressed their preference for working in a city that knows what they want and then sticks by it. Apparently one of the costliest items for doing business in Redwood City stems from the developer not knowing whether-or-not, or how much can be wangled out of the Planning Commission and whether-or-not, or how much more can be wangled out of the City Council on appeal. This aura of uncertainty can result in costly miscalculation of price offers on land, as well as costly delays in the appeal process, whether the developer "wins" in his gambles or not. The developers say that they do not want to operate in such a gambling arena but feel that they are compelled to when their negotiations with land owners on prices are carried out in the belief that there is a good likelihood of "getting more" from the City than their policies state. (During the 12 months of 1977, eleven items were appealed from the Planning Commission to the City Council, i.e., items that would not normally go to the City Council except on appeal. Of these, eight were reversed, and only three were upheld by the City Council.)

The developers say, and I fully agree, that the city should be clear on what they want and draft their ordinances accordingly. If consistent application of the ordinances is not possible, then the City Council should either change their ordinances to reflect what they really want, or replace their Planning Commission or Hearing Officer if those are not interpreting the ordinances correctly. A policy of ongoing reversal of the Planning Commission or Hearing Officer, in the end, they say, may benefit the landowner who is selling the land, but almost always works against the developer who is caught between the land seller and the City, both in respect to money and time lost.

Processing time comparisons

Redwood City's present system of zoning and subdivision permit processing is time-consuming and costly for the City as well. Each Use Permit application, e.g., requires time for study by staff, time for preparation of a formal staff report for the Planning Commission, time for study by the Planning Commission, an evening meeting of the Planning Commission, and time for recording the minutes of the Planning Commission meeting. Under the "Hearing Officer" approach, the formal staff report, Commissioners' study time and meeting, and Commission minutes could all be eliminated, saving staff time and the applicant's time. If a Use Permit application came in under the "Hearing Officer" approach on a Tuesday, it could be discussed by the Plan Review Committee on the following Tuesday morning, and acted on by the Hearing Officer on Wednesday morning, thus saving the applicant 6 calendar days waiting for the outcome.

Following are some minimum turn-over time comparisons in calendar days between our present procedures and the "Hearing Officer" approach, assuming that applications are complete when submitted, that they are relatively uncomplicated and non-controversial, and that the decisions are not appealed:

USE PERMITS	<u>Present</u>	<u>Recommended</u>
Staff study	7 days	7 days
Staff report to Commission	3	
Commission study and action	4	
Hearing Officer action		1
	<hr/>	<hr/>
	14 days	8 days
VARIANCES (includes public hearing notice)	<u>Present</u>	<u>Recommended</u>
Staff study	7 days	12(7) days*
Staff report to Commission	3	
Commission study, hearing, and action	4	
Hearing Officer hearing and action		1
	<hr/>	<hr/>
	14 days	13(8) days*
MINOR PLANNED DEVELOPMENT PERMITS	<u>Present</u>	<u>Recommended</u>
Staff study	7 days	12(7) days*
Staff report to Commission	3	
Commission study, hearing, and recommendation to Council	4	
Report to Council	10**	
Council study, hearing, and action	3	
Hearing Officer hearing and action		1
	<hr/>	<hr/>
	27 days	13(8) days*

* Total time dictated by legal 10-day hearing notice. If this notice were reduced to five days instead of 10, five days could be shaved off of the process.

** Includes legal 10-day hearing notice.

OTHER PLANNED DEVELOPMENT PERMITS

	<u>Present</u>	<u>Recommended</u>
Staff study	7 days	7 days
Staff report to Commission	3	3
Commission study, hearing, and recommendation to Council	4	
Report to Council	10**	
Council study, hearing and action	3	
Commission study, hearing, and action		4
	<hr/>	<hr/>
	27 days	14 days

ZONING ORDINANCE AMENDMENT (no procedure change)

MINOR SUBDIVISION (no procedure change)

TENTATIVE MAP (no procedure change)

FINAL MAP

	<u>Present</u>	<u>Recommended</u>
Staff study	7 days	7 days
Staff report to Commission	3	
Commission study and recom- mendation to Council	4	
Report to Council	3	
Public Works Director report to Council		1
Council study and action	3	3
	<hr/>	<hr/>
	20 days	11 days

ARCHITECTURAL PERMIT

	<u>Present</u>	<u>Recommended</u>
Staff study	7 days	7 days
Architectural Committee action	1	
Hearing Officer action		1
	<hr/>	<hr/>
	8 days	8 days

LOT LINE ADJUSTMENT

	<u>Present</u>	<u>Recommended</u>
Staff study	7 days	7 days
Subdivision Committee action	1	
Hearing Officer action		1
	<hr/>	<hr/>
	8 days	8 days

** Includes legal 10-day hearing notice.

In the case of Architectural Permits in Mountain View, the Hearing Officer acts on such permits based on input from the Plan Review Committee, but the City employs a local architect on an hourly basis to sit with the Plan Review Committee to assist in giving such input. There would likely be no time or expense savings in eliminating the Architectural Committee.

Conclusions

Shifting responsibility for acting on Use Permits, Variances, and Minor Planned Development Permits from the Planning Commission to a Hearing Officer for uncomplicated applications can save up to 14 days in processing time and personnel effort in preparing staff reports and minutes of meetings. Complicated or controversial matters could go through the same process, and, as the case is now, some items may have to be continued from one meeting to the next to resolve problems growing out of the findings, or factors brought out by public input at the hearings. With weekly hearings, such a postponement would not be as critical as when meetings are two weeks apart as they are now.

Some individuals fear that a Hearing Officer would become a dictator and, perhaps, an incompetent one. If Redwood City embarks on the "Hearing Officer" concept in areas of zoning and subdivision administration, the Hearing Officer should be competent, conscientious, and attuned to Council policy. If the City Council cannot uphold the Hearing Officer in almost all cases, they should change the ordinances or relieve the Hearing Officer, and not engage in the enfeebling process of repeatedly reversing the Hearing Officer. In Redwood City, the Planning Director would logically be the Hearing Officer.

Ordinance changes necessary

A number of ordinance changes would be necessary to implement the "Hearing Officer" concept. With respect to the Subdivision Ordinance, such changes are already being incorporated in the proposed revised Subdivision Ordinance which is currently being studied by the Planning Commission and will be coming to the City Council soon.

Changes in the Zoning Ordinance will have to be made in Article 40 dealing with Administration, Article 42 dealing with Use Permits, Article 43 dealing with Variances, Article 46 dealing with Planned Development Permits, and Article 48 dealing with Appeals, as well as elsewhere that the Hearing Officer would take on those responsibilities of zoning administration. If a change is also to be made in respect to Architectural Permits, changes will have to be made in Article 45 as well.

Ken Schroeter



Ken Schroeter

cc: City Attorney
Planning Commission
Architectural Committee
Plan Review Committee

PERMIT PROCESSING ALTERNATIVES

LEGEND

- Screen Applications
- △ Recommendation
- ◆ Action, final if not appealed
- Intermediate Appeal
- Final Appeal

PRESENT PERMIT PROCESSING

	Architectural Permit	Use Permit or Variance	Minor PD Permit (under 1 acre)	PD Permit (1 acre or more)	Zoning Ordinance Amendment	Lot Line Adjustment	Minor Subdivision (to 4 lots)	Tentative Map (5 lots or more)	Final Map or Final Parcel Map
Planning & Public Works Staffs	□	□	□	□	□	□	□	□	□
Plan Review Committee		△	△	△	△	△	△	△	△
Planning Director									
Architectural Committee	◆								
Subdivision Committee						◆	◆		
Public Works Director									
Planning Commission	○	◆	△	△	△	○	○	◆	△
City Council	●	●	◆	◆	◆	●	●	●	◆

ALTERNATE No. 1

	Architectural Permit	Use Permit or Variance	Minor PD Permit (under 1 acre)	PD Permit (1 acre or more)	Zoning Ordinance Amendment	Lot Line Adjustment	Minor Subdivision (to 4 lots)	Tentative Map (5 lots or more)	Final Map or Final Parcel Map
Planning & Public Works Staffs	□	□	□	□	□	□	□	□	□
Plan Review Committee	◆	◆	◆	△	△	◆	◆	△	
Planning Director									
Architectural Committee									
Subdivision Committee									
Public Works Director									
Planning Commission	○	○	○	◆	△	○	○	◆	△
City Council	●	●	●	◆	●	●	●	◆	◆

ALTERNATE No. 2

	Architectural Permit	Use Permit or Variance	Minor PD Permit (under 1 acre)	PD Permit (1 acre or more)	Zoning Ordinance Amendment	Lot Line Adjustment	Minor Subdivision (to 4 lots)	Tentative Map (5 lots or more)	Final Map or Final Parcel Map
Planning & Public Works Staffs	□	□	□	□	□	□	□	□	□
Plan Review Committee	◆	◆	◆	△	△	◆	◆	△	
Planning Director									
Architectural Committee									
Subdivision Committee									
Public Works Director									
Planning Commission			◆	△				◆	△
City Council	●	●	●	◆	●	●	●	◆	◆

ALTERNATE No. 3

	Architectural Permit	Use Permit or Variance	Minor PD Permit (under 1 acre)	PD Permit (1 acre or more)	Zoning Ordinance Amendment	Lot Line Adjustment	Minor Subdivision (to 4 lots)	Tentative Map (5 lots or more)	Final Map or Final Parcel Map
Planning & Public Works Staffs	□	□	□	□	□	□	□	□	□
Plan Review Committee	△	△	△	△	△	△	△	△	
Planning Director	◆	◆	◆			◆			
Architectural Committee									
Subdivision Committee							◆		
Public Works Director									
Planning Commission			◆	△				◆	△
City Council	●	●	●	◆	●	●	●	◆	◆

- NOTES:
1. Plan Review Committee meets every Tuesday morning from 9:00 to 12:00.
 2. Public hearings required for Variances, Planned Development Permits, and Zoning Ordinance Amendments.
 3. Hearing Officer (Planning Director) could hold hearings every Wednesday morning from 9:00 to 12:00.
 4. Planning Commission meets on the first and third Tuesdays of every month at 7:30 PM.
 5. City Council meets on the first and third Mondays of every month at 7:30 PM.
 6. Subdivision Committee meets on call.
 7. Architectural Committee meets on the second and fourth Tuesdays of every month at 4:00 PM.

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